

DOCUMENT RESUME

ED 148 359

IR 005 464

AUTHOR Montague, Eleanor; And Others
TITLE Survey of Costs in Technical Processing and Interlibrary Loan. Survey Tables and Results of Case Studies.
INSTITUTION Western Interstate Library Coordinating Organization, Boulder, Colo.
SPONS AGENCY Bureau of School Systems (DHEW/OE), Washington, D.C. Office of Libraries and Learning Resources.
BUREAU NO 475AH50102
PUB DATE 76
GRANT G007500741
NOTE 1,232p.; Hard copy not available due to marginal legibility of the original document For related documents, see ED 122 749, 134 225, 136 746, 136 748 and IR 005 461-465, IR 005 529

EDRS PRICE MF-\$2.17 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS *Cataloging; *Costs; *Interlibrary Loans; Libraries; *Library Acquisition; Library Networks; *Library Surveys; *Tables (Data)
IDENTIFIERS *Western Interstate Bibliographic Network

ABSTRACT

One hundred western libraries were surveyed to determine the present costs of library operations which potentially could be affected by the use of network bibliographic services. Results of this project--a survey of 76 libraries and in-depth case studies of 12 additional libraries--are reported in tabular format. Tables are included on holdings distribution; staffing; processing and reference support; computer support; equipment and communications costs; budget and expenditures; regional library summaries; acquisition and cataloging departments budgeting, staffing, and processing patterns; interlibrary loan budget, staffing, and borrowing requests; institutions queried; time; verification policies; frequency of borrowing and lending; locations of borrowing and lending; characteristics of filled borrowing and lending requests; and administration budget and staffing. (KP)

* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *

ED148359

Project No. 475AH50102
Grant No. G 00 7500741

BEST COPY AVAILABLE

SURVEY OF COSTS IN TECHNICAL PROCESSING AND INTERLIBRARY LOAN

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

SURVEY TABLES AND RESULTS OF CASE STUDIES

Eleanor Montague, Program Director
Maryann Kevin Brown, Staff Investigator
Anita McHugh, Research Assistant
Mary Haenselman, Project Secretary

Western Interstate Library Coordinating Organization
Western Interstate Commission for Higher Education
P.O. Drawer P
Boulder, Colorado 80302

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

U. S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

Office of Education

Office of Libraries and Learning Resources

IR005464

TABLE OF CONTENTS

I.	INTRODUCTION	i
II.	PART I -- SURVEY TABLES	
	A. Large Academic Library Stratum	1
	B. Other Academic Library Stratum	53
	C. Large Public Library Stratum	105
	D. Other Regional Library Stratum	157
	E. Other Public Library Stratum	209
	F. State Library Stratum.	261
III.	PART II -- CASE STUDY RESULTS.	313
	A. Section A: Acquisitions	317
	B. Section B: Cataloging	402
	C. Section C: Serials.	483
	D. Section D: Interlibrary Loan.	536
IV.	APPENDIX TABLE OF CONTENTS	621

I. INTRODUCTION

As part of the Cost and Funding Studies concerning western interstate bibliographic network capabilities, The Western Interstate Library Coordinating Organization, funded through the U. S. Office of Education, undertook a survey of costs in technical processing and interlibrary loan in 100 western libraries. The purpose of the survey was to determine the present costs of library operations which potentially could be impacted by the use of network services (such as those offered by the Ohio College Library Center, the Washington Library Network, or BALLOTS, at Stanford, California). A 25-page questionnaire was issued to eighty-eight western academic, public and state libraries. A 34-page questionnaire was issued to an additional twelve western libraries which were to act as in-depth case studies of costs in technical processing and interlibrary loan. The questionnaires focussed upon library structure, holdings statistics, staffing patterns, processing and reference support secured by the library, equipment and communications costs, budgeting and expenditures, regional activities, and acquisitions, cataloging, and interlibrary loan processes. The cost elements of particular interest were:

- Direct Labor, including the number and level of staff, salaries and fringe benefits
- Administrative Labor, including the staff involved in planning, budgeting and other administrative activities required for the management of the library as a whole
- Support Service, procured to increase staff productivity or that improve efficiency or effectiveness
- Telecommunications, including telephone, TWX, TELEX, and similar services
- Equipment used in processing materials, or interlibrary loan requests
- Supplies used in the normal operations of technical processing and interlibrary loan

This is not an inclusive list of costs incurred by the library for technical processing and interlibrary loan. For instance, the cost of facilities, plant maintenance and equipment depreciation have been excluded from our examination. The purpose of the exclusions was to limit consideration to the major costs of operations which would seemingly be affected by the procurement of network services within the library.

Of the 100 libraries participating, the results of 76 libraries are included in the following tables. A complete list of libraries reporting can be found in the companion publication, Survey of Costs in Technical Processing and Interlibrary Loan--A Summary. A stratified probability sample was employed for selection of participants in the survey. Methodology for sampling is also described in the companion document. The following strata and sample sizes indicate the make-up of the survey and the results:

<u>STRATA</u>	<u>POPULATION</u>	<u>NUMBER PARTICIPATING</u>	<u>NUMBER INCLUDED IN RESULTS</u>
<u>ACADEMIC LIBRARIES</u>			
LARGE ACADEMIC (over 960,000 volumes)	20	16	10
OTHER ACADEMIC (less than 960,000 volumes)	478	26	18
<u>PUBLIC LIBRARIES</u>			
LARGE PUBLIC (over 800,000 volumes)*	14	11	11
OTHER REGIONAL (less than 800,000 volumes and more than 3,000 volumes)	66	10	10
OTHER PUBLIC (less than 800,000 volumes and more than 3,000 volumes)	1298	22	17
<u>STATE LIBRARIES</u>	17	15	10
	TOTALS	100	76

The following tables are segregated according to these strata. Results from the Large Academic Libraries appear first. Each table indicates the number of libraries reporting data for the requested information. Thus averages included in these tables are averages only over the number of libraries reporting non-zero statistics for the particular element. Keeping this in mind, then, averages which

*One participant reported a smaller volume holdings after an inventory of the collection. We assume that a similar drop in holdings would be expected in the collections of other participants if inventories were taken.

are used are somewhat larger than averages over the entire reporting stratum. For each average statistic given, the range of non-zero results is given in the following two columns. These figures represent the highest and lowest observations of non-zero data reported. The column labeled standard deviation is the square root of the variance. The variance is the sum of the squares of the difference between each observation and the mean. This is an indicator for the reader of the dispersal of observations across the range of observations. In other words, if the standard deviation is large, the observations are widely distributed between the upper and lower ranges, while if the standard deviation is small, the observations are more closely clustered around the mean. Whether the standard deviation is considered "large" is dependent upon the units employed in the statistic. In examining these tables the reader should be aware of the often large standard deviations indicating the wide range of participating libraries. For this reason, conclusions are difficult to draw from the survey data.

The survey data consists of the following tables:

Table I: Holdings Distribution: Title and volume counts according to type of publication (bookstock, bound periodicals, microform, printed government documents and audio/visual materials) are examined. Also included is the volume to title ratio observed for bookstock and bound periodicals.

Table II: Staffing Distribution: The number of employees, and salaries by type of employee (professional Librarian, other professional, library assistant, clerk, student/page, other paid employee, staff paid by outside sources and volunteers) are displayed. Fringe benefit rates are also displayed.

Table III: Processing and Reference Support: An in-depth examination of library activities supported, or products purchased from outside suppliers for the purposes of more efficient use of resources, cost-effectiveness or support, including the cost and volume processed or purchased annually. Support services include pre-processing, automated cataloging systems, printed card sets and automated buying.

- Table IV: Unique Computer Support: A table of self-contained support systems developed exclusively for the library by contract and used exclusively by the library or parent institution, or an automated system developed for the library in-house by library staff or staff from the parent organization, are analyzed by function, developmental and annual maintenance costs. These systems often support several functions; however, in presentation only the first function supported is indicated.
- Table V: Equipment and Communications Costs: The annual costs for copying, TELEX, TWX, Datatel, other teletype communications, facsimile transmission, data-phone, remote access terminals, lines to a computer center and telephone are displayed.
- Table VI: Budget and Expenditure Patterns: A summary of the current year budget, and the related increases (or decreases) over last year's expenditures are included. Budget categories include capital expenditures, materials budgets, and operating budgets.
- Table VI-A: Budget and Expenditure Patterns: Departmental Allocations: Four separate tables indicating the percent of budget allocated to administration, acquisitions, cataloging, serials, interlibrary loan and materials finishing by budget category.
- Table VII-A: Regional Library Summary--Services Provided by Regional Libraries: A table indicating the number of libraries providing regional support to other libraries in the region by type of support service.
- Table VII-B: Regional Library Summary--Types of Libraries Supported: The types of libraries (public, academic, school, special) in the region supported by participants, and the number of libraries supported.
- Table VII-C: Regional Library Summary--Regional Interlibrary Loan: A synopsis of interlibrary loan handled through regional centers, including volume, fill rate, percentage filled within the library, from another library in the region, forwarded to the state library, another library outside the region, bibliographic center, or returned to the requestor with location information or unfilled.

Table VII-D: Regional Library Summary: Regional Catalog Maintenance: An overview of the type of union catalog or list maintained by regional center participants, including types of materials, titles held and added annually, locations and average locations per title, and the age of the catalog.

Table VII-E: Regional Library Summary--Reimbursement: A table indicating the amount, type and source of reimbursement (if any) received by regional libraries.

Table VIII-A: Acquisitions Department--Budget Profile: Two tables indicating acquisitions operating budgets and related cost per volume throughput examined by budget category. Increase over last year's expenditures are also examined.

Table VIII-B: Acquisitions Department--Staffing and Salary Expenditures: A two-page summary of staffing patterns within acquisitions, including salary expenditures and average salaries by type of employee.

Table VIII-C: Acquisitions Department--Ordering Patterns: Types of materials are examined, along with types of ordering performed (standing order, approval plans, order requests, gift exchange). Additionally, the year of imprint of materials expected to be ordered during the current year, percent of acquisitions for serial backfile supplement and monograph retrospective collection development are examined.

Table IX-A: Cataloging Department--Budget Profile: A two-page summary of the budget for the current year, and resulting cost per throughput within the cataloging department by budget category, along with increases by budget category.

Table IX-B: Cataloging Department--Staffing and Salary Expenditures: A summary of staffing patterns within cataloging department, title throughput per cataloging FTE, and related cataloging salary costs per throughput.

Table IX-C: Cataloging Department--Cataloging Patterns: An overview of the types of materials cataloged annually, the cataloging source used, lag times, backlog, and cards per record entry. Proof slip subscriptions are also examined.

- Table X-A: Interlibrary Loan Department--Budget Profile: Two tables indicating departmental budget, and increases (or decreases) over previous year budgets, along with expenditures per request throughput (both borrowing and lending).
- Table X-B: Interlibrary Loan Department--Staffing and Salary Expenditures: A two-page summary of staffing patterns within interlibrary loan, including salary expenditures, average salaries by type of employee, volume and average salary cost per request (both borrowing and lending).
- Table X-C: Interlibrary Loan Department--Volume of Borrowing Requests: A summary of ILL borrowing requests, including fill rate, percent filled locally (a designation made by the participant to indicate geographical proximity for which interlibrary loan turnaround was lowest) and percent filled within the state of the participant.
- Table X-D: Interlibrary Loan--Number of Institutions Typically Queried: A synopsis of the number of libraries typically queried by respondents prior to a completed (filled or discontinued) request, indicating the mean and mode.
- Table X-E: Interlibrary Loan Department--Time Required to Fill a Request: A summary of the typical lag time of requests to completion through a bibliographic center, a local library, elsewhere in state, in adjoining states and elsewhere in the country.
- Table X-F: Interlibrary Loan Department--Verification Policies: A summary of the libraries reporting verification of borrowing and lending requests.
- Table X-G: Interlibrary Loan Department--Frequency of Borrowers Table: A summary by type of library of the ten most frequent borrowers of materials from respondents, and observed ranks of these types of libraries.
- Table X-H: Interlibrary Loan Department--Frequency of Lenders Table: A summary by type of library of the ten most frequent lenders of materials to respondents and the observed ranks of these types of libraries.
- Table X-I: Interlibrary Loan Department--Location of Borrowers Table: A summary by location (local, elsewhere in state, adjoining states, other western states, elsewhere) of the ten most frequent borrowers of materials cited by respondents, and the observed ranks of these locations.

- Table X-J: Interlibrary Loan Department--Location of Lenders Table: A summary by location (local, elsewhere in state, adjoining states, other western states, and elsewhere) of the ten most frequent lenders of materials to participants cited by respondents, and the observed ranks of these locations.
- Table X-K: Interlibrary Loan Department--Characteristics of Filled Borrowing Requests: A two-page report of volume of requests filled from the participating library collection by type of materials, and percentage loaned in original or duplicate form.
- Table X-L: Interlibrary Loan Department--Characteristics of Filled Lending Requests: A two-page summary of requests lent to the participating library by type of materials, form of loan and volume of filled requests.
- Table XI-A: Administration Department Budget Profile: Two tables indicating departmental operating budget for administration, and increases (or decreases) over previous year's expenditures, along with a summary of last year's expenditures in administration.
- Table XI-B: Administration Department--Staffing and Salary Expenditures: Two tables summarizing staffing patterns within library administration by type of employee, and indicating salary expenditures, and salary expenditures per total library staff.

For methodology employed in analysis, the reader is directed to the summary report. The reader is also directed to the questionnaire employed in the Survey, Form #2, Cost and Funding Studies of a Proposed Western Interstate Bibliographic Network--Survey of Costs in Technical Processing and Interlibrary Loan, for a full explanation of terminology and technique of information gathering.

The second section of this report focuses upon the results of eleven case studies. Time data on tasks within technical processing and interlibrary loan were collected over a three-week period in each study. The reader is directed to the introduction of Section Two for a thorough description of the data included.

LARGE ACADEMIC LIBRARY

STRATUM

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE 1: HOLDINGS DISTRIBUTION
10 LIBRARIES INCLUDED

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	TITLES					NUMBER OF LIBRARIES REPORTING	VOLUMES				
		AVERAGE	LOW	HIGH	STD DEV	GROWTH		AVERAGE	LOW	HIGH	STD DEV	GROWTH
BOOKSTOCK	8	744104	378750	980000	177951.	0.05	10	1290306	473437	2040000	477456.	0.06
ROUND PERIODICALS	0	0	0	0	0.	0.0	3	220039	167377	254928	37888.	0.06
MICROFORM BOOKS	4	1147126	8505	1690000	665710.	0.11	0	0	0	0	0.	0.0
MICROFORM PERIODICALS	2	352	75	630	278.	0.25	0	0	0	0	0.	0.0
PRINTED GOVERNMENT DOCUMENTS	8	446328	89640	960000	305609.	0.07	0	0	0	0	0.	0.0
AUDIO / VISUAL MATERIALS	8	139461	2226	598084	196290.	0.08	0	0	0	0	0.	0.0
OTHER	3	137266	3700	358100	157293.	0.01	0	0	0	0	0.	0.0

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	VOLUME TO TITLE RATIO			STD DEV
		AVERAGE	LOW	HIGH	
BOOKSTOCK	8	1.62:1	1.15:1	2.10:1	0.35
ROUND PERIODICALS	0	0.0 :1	0.0 :1	0.0 :1	0.0

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE II: STAFFING DISTRIBUTION, ENTIRE LIBRARY
10 LIBRARIES INCLUDED

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	59.82	35.00	103.25	22.12	10	968213.	563440.	1837566.	382695.
OTHER PROFESSIONAL	8	2.50	1.00	7.00	2.12	8	40433.	13600.	118908.	34955.
LIBRARY ASSISTANT	10	107.27	35.00	299.00	75.18	10	989030.	273068.	3116925.	809330.
CLERK	9	27.00	4.00	64.00	18.75	9	182397.	37644.	322966.	98563.
STUDENT / PAGE	9	54.73	21.97	95.32	23.42	10	255030.	20200.	497672.	140476.
OTHER	5	3.90	0.50	7.00	2.27	5	40363.	7524.	65748.	23339.
STAFF PAID BY OUTSIDE SOURCES	7	12.59	0.50	31.62	12.56	0	0.	0.	0.	0.
VOLUNTEER	1	0.25	0.25	0.25	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE			NUMBER OF LIBRARIES REPORTING	AVERAGE	FRINGE BENEFIT RATES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	598.25	16184.	14086.	18561.	1748.	10	14.35%	11.00%	20.00%	2.53
OTHER PROFESSIONAL	20.00	16173.	13600.	20000.	1550.	8	15.19%	11.00%	20.00%	2.77
LIBRARY ASSISTANT	1072.70	9220.	5943.	10636.	1469.	10	14.86%	11.00%	20.00%	3.03
CLERK	243.00	6755.	5046.	11083.	1765.	9	15.01%	11.00%	20.00%	3.06
STUDENT / PAGE	492.54	5137.	3952.	8567.	1022.	6	3.84%	0.60%	10.10%	3.24
OTHER	19.50	10349.	7037.	15048.	2330.	5	11.98%	0.61%	17.30%	5.90

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	3	2	33000.	16000.	50000.	17000.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	0	0	0.	0.	0.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	0	0.	0.	0.	0.
4. PRODUCING ORDERS FOR MATERIALS	4	4	46325.	8555.	90000.	36579.
5. PRODUCING CLAIM/CANCEL NOTICES	2	1	3500.	3500.	3500.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	3	2	6100.	200.	12000.	5900.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	0	0	0.	0.	0.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	2	2	26.	12.	40.	14.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	1	12.	12.	12.	0.
10. OTHER ACQUISITION PRODUCTS	3	3	44344.	532.	99999.	41462.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	1	1	50000.	50000.	50000.	0.
12. SEARCHING FOR CATALOGING DATA	5	3	34800.	19400.	50000.	12493.
13. PRODUCING CATALOGING COPY	6	4	20725.	13000.	31000.	7585.
14. PRODUCTION OF CATALOG CARDS	5	4	38650.	11400.	99999.	35745.
15. PRODUCTION OF BOOK CATALOG	0	0	0.	0.	0.	0.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	1	1	99999.	99999.	99999.	0.
18. CATALOG AUTHORITY CONTROL	2	1	3000.	3000.	3000.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	1	1	150.	150.	150.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	3	3	8341.	12.	25000.	11779.
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	4	2	6000.	6000.	6000.	0.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	2	1525.	1200.	1850.	325.
24. LOCATING HOLDING LIBRARIES	4	2	689.	317.	1061.	372.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	1	1	239.	239.	239.	0.
26. MONITORING STATUS OF ILL REQUESTS	1	1	31.	31.	31.	0.
27. PAYING FOR ILL SERVICES	2	1	183.	183.	183.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	0	0	0.	0.	0.	0.
29. MONITORING THE STATUS OF LOANS	0	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	1	1	12.	12.	12.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	2	2	2461.	455.	4467.	2006.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	1	1	12000.	12000.	12000.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	0	0	0.	0.	0.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	3	2	88600.	77200.	99999.	11400.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	1	20000.	20000.	20000.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	7	2	18.	9.	26.	9.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	3	2	30963.	11925.	50000.	19038.
41. IDENTIFICATION OF CIRCULATING MATERIALS	2	1	99999.	99999.	99999.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	4977.	4977.	4977.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	2	1	12295.	12295.	12295.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	1	36881.	36881.	36881.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	1	1	12294.	12294.	12294.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	2	1	276.	276.	276.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	4	3	2527.	40.	6000.	2531.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	6	5	2397.	33.	7400.	2651.
51. PERIODIC, ON-GOING SEARCHES	5	4	944.	33.	2168.	921.
52. PRODUCING PRINTED CITATIONS	6	4	51538.	33.	99999.	48509.
53. BILLING FOR DATA BASE SERVICES	3	2	197.	33.	360.	164.
54. PRODUCTION OF USE STATISTICS	2	2	19.	4.	33.	15.
55. PRODUCTION OF COST STATISTICS	1	1	33.	33.	33.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	2	1	99.	99.	99.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	1	1	35000.	35000.	35000.	0.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST \$ HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	3	2	6954.	3908.	10000.	3046.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	0	0	0.	0.	0.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	1	300.	300.	300.	0.
4. PRODUCING ORDERS FOR MATERIALS	4	1	8000.	8000.	8000.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	2	0	0.	0.	0.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	3	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	0	0	0.	0.	0.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	2	1	5000.	5000.	5000.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	0	0.	0.	0.	0.
10. OTHER ACQUISITION PRODUCTS	3	2	9808.	7615.	12000.	2193.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	1	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	5	0	0.	0.	0.	0.
13. PRODUCING CATALOGING COPY	4	1	35740.	35740.	35740.	0.
14. PRODUCTION OF CATALOG CARDS	5	2	27550.	5100.	50000.	22450.
15. PRODUCTION OF BOOK CATALOG	0	0	0.	0.	0.	0.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	1	0	0.	0.	0.	0.
18. CATALOG AUTHORITY CONTROL	2	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	1	1	3000.	3000.	3000.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	3	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	4	2	10125.	250.	20000.	9875.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	0	0.	0.	0.	0.
24. LOCATING HOLDING LIBRARIES	4	1	2500.	2500.	2500.	0.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	1	0	0.	0.	0.	0.
26. MONITORING STATUS OF ILL REQUESTS	1	0	0.	0.	0.	0.
27. PAYING FOR ILL SERVICES	2	0	0.	0.	0.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	0	0	0.	0.	0.	0.
29. MONITORING THE STATUS OF LOANS	0	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	1	1	1800.	1800.	1800.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	2	2	10457.	8191.	12722.	2266.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	1	0	0.	0.	0.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	0	0	0.	0.	0.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	3	1	18000.	18000.	18000.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	0	0.	0.	0.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	7	2	23000.	16000.	30000.	7000.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST \$ HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	3	1	7597.	7597.	7597.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	2	1	7597.	7597.	7597.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	7597.	7597.	7597.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	2	1	7597.	7597.	7597.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	1	7597.	7597.	7597.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	1	1	7597.	7597.	7597.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	2	1	7597.	7597.	7597.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	4	3	31884.	360.	72500.	30145.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	6	3	11978.	4220.	25000.	9264.
51. PERIODIC, ON-GOING SEARCHES	5	2	4170.	2000.	6340.	2170.
52. PRODUCING PRINTED CITATIONS	6	1	1139.	1139.	1139.	0.
53. BILLING FOR DATA BASE SERVICES	3	1	282.	282.	282.	0.
54. PRODUCTION OF USE STATISTICS	2	1	72.	72.	72.	0.
55. PRODUCTION OF COST STATISTICS	1	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	2	0	0.	0.	0.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS OR PRODUCTS	1	1	6000.	6000.	6000.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$		STD DEV
				LOW	HIGH	
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	3	1	0.24	0.24	0.24	0.0
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	0	0	0.0	0.0	0.0	0.0
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	0	0.0	0.0	0.0	0.0
4. PRODUCING ORDERS FOR MATERIALS	4	1	0.11	0.11	0.11	0.0
5. PRODUCING CLAIM/CANCEL NOTICES	2	0	0.0	0.0	0.0	0.0
6. ENCUMBRANCE OF BUDGETED FUNDS	3	0	0.0	0.0	0.0	0.0
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	0	0	0.0	0.0	0.0	0.0
8. PRODUCING LISTS OF NEW ACQUISITIONS	2	1	125.00	125.00	125.00	0.0
9. PERIODIC STATISTICS ON ACQUISITIONS	1	0	0.0	0.0	0.0	0.0
10. OTHER ACQUISITION PRODUCTS	3	2	0.18	0.12	0.23	0.06
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	1	0	0.0	0.0	0.0	0.0
12. SEARCHING FOR CATALOGING DATA	5	0	0.0	0.0	0.0	0.0
13. PRODUCING CATALOGING COPY	6	0	0.0	0.0	0.0	0.0
14. PRODUCTION OF CATALOG CARDS	5	1	2.00	2.00	2.00	0.0
15. PRODUCTION OF BOOK CATALOG	0	0	0.0	0.0	0.0	0.0
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.0	0.0	0.0	0.0
17. PRODUCTION OF SHELF PREPARATION MATERIALS	1	0	0.0	0.0	0.0	0.0
18. CATALOG AUTHORITY CONTROL	2	0	0.0	0.0	0.0	0.0
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	1	1	20.00	20.00	20.00	0.0
20. PRODUCING CATALOGING VOLUME STATISTICS	3	0	0.0	0.0	0.0	0.0
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.0	0.0	0.0	0.0
22. OTHER CATALOGING PRODUCTS	4	1	3.33	3.33	3.33	0.0

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$		STD DEV
				LOW	HIGH	
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	0	0.0	0.0	0.0	0.0
24. LOCATING HOLDING LIBRARIES	4	1	2.36	2.36	2.36	0.0
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	1	0	0.0	0.0	0.0	0.0
26. MONITORING STATUS OF ILL REQUESTS	1	0	0.0	0.0	0.0	0.0
27. PAYING FOR ILL SERVICES	2	0	0.0	0.0	0.0	0.0
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	0	0	0.0	0.0	0.0	0.0
29. MONITORING THE STATUS OF LOANS	0	0	0.0	0.0	0.0	0.0
30. BILLING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
31. PERIODIC ILL STATISTICS	1	1	150.00	150.00	150.00	0.0
32. OTHER ILL PRODUCTS (SPECIFY)	2	2	10.43	2.85	18.00	7.58
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	1	0	0.0	0.0	0.0	0.0
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	0	0	0.0	0.0	0.0	0.0
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	1	0	0.0	0.0	0.0	0.0
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.0	0.0	0.0	0.0
37. SERIALS CHECK-IN OF ISSUES	3	1	0.23	0.23	0.23	0.0
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	0	0.0	0.0	0.0	0.0
39. OTHER SERIALS-ORIENTED PRODUCTS	7	0	0.0	0.0	0.0	0.0

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 1 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$ LOW	HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	3	1	0.64	0.64	0.64	0.0
41. IDENTIFICATION OF CIRCULATING MATERIALS	2	1	0.08	0.08	0.08	0.0
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	1.53	1.53	1.53	0.0
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.0	0.0	0.0	0.0
44. NOTIFYING USERS OF OVERDUE MATERIALS	2	1	0.62	0.62	0.62	0.0
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	1	0.21	0.21	0.21	0.0
46. BILLING USERS FOR OVERDUE MATERIALS	1	1	0.62	0.62	0.62	0.0
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	2	1	27.53	27.53	27.53	0.0
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.0	0.0	0.0	0.0
49. OTHER CIRCULATION PRODUCTS	4	2	284.92	0.06	569.77	284.86
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	6	3	7.39	4.85	9.51	1.93
51. PERIODIC, ON-GOING SEARCHES	5	2	14.80	2.92	26.67	11.87
52. PRODUCING PRINTED CITATIONS	6	1	0.01	0.01	0.01	0.0
53. BILLING FOR DATA BASE SERVICES	3	1	0.78	0.78	0.78	0.0
54. PRODUCTION OF USE STATISTICS	2	1	18.00	18.00	18.00	0.0
55. PRODUCTION OF COST STATISTICS	1	0	0.0	0.0	0.0	0.0
56. OTHER REFERENCE PRODUCTS (SPECIFY)	2	0	0.0	0.0	0.0	0.0
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	1	1	0.17	0.17	0.17	0.0

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE IV: UNIQUE COMPUTER SUPPORT
10 LIBRARIES INCLUDED

SYSTEM FUNCTION	NUMBER OF LIBRARIES REPORTING	COST OF DEVELOPMENT				NUMBER OF LIBRARIES REPORTING	COST OF ANNUAL MAINTENANCE			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
CIRCULATION	2	22653.	500.	44805.	22152.	4	45609.	500.	100000.	41907.
ACQUISITIONS	2	8000.	1000.	15000.	7000.	4	40021.	7615.	131000.	52545.
INTER - LIBRARY LOAN	1	1000.	1000.	1000.	0.	1	500.	500.	500.	0.
SERIALS	2	12000.	12000.	12000.	0.	4	30765.	3060.	87000.	33021.
INVENTORY CONTROL	0	0.	0.	0.	0.	1	6000.	6000.	6000.	0.
CATALOGING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
PROCESSING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACCOUNTING	0	0.	0.	0.	0.	2	12490.	980.	24000.	11510.

A: SURVEY OF 100 LIBRARIES LARGE ACADEMIC STRATUM

TABLE VI: EQUIPMENT AND COMMUNICATIONS COSTS
10 LIBRARIES INCLUDED

EQUIPMENT CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL COSTS		STD DEV
			LOW	HIGH	
1. COPYING	9	51944.	5000.	180846.	63056.
2. TELEX	0	0.	0.	0.	0.
3. TELETYPE, TWX	7	2209.	850.	3000.	651.
4. DATATEL	1	1046.	1046.	1046.	0.
5. OTHER TELETYPE SERVICE	0	0.	0.	0.	0.
6. FAX	0	0.	0.	0.	0.
7. DATAPHONE	1	1200.	1200.	1200.	0.
8. CRT	4	10368.	240.	37560.	15729.
9. LINE CHARGES TO COMPUTER	1	500.	500.	500.	0.
10. TELEPHONE OTHER THAN ABOVE	9	10656.	615.	24572.	7287.
11. OTHER COMMUNICATIONS COSTS	2	1198.	185.	2211.	1013.
12. TOTAL	10	62553.	14464.	194646.	60725.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE VII: BUDGET AND EXPENDITURE PATTERNS.
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL LIBRARY		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
CAPITAL EXPENDITURE	7	2550157.	4000.	10720287.	4117277.	7	2920789.	-69649.	10665992.	4306710.
TOTAL MATERIALS	10	1224067.	368000.	1855087.	417625.	10	157172.	65261.	364428.	100233.
BOOKSTOCK	5	732037.	515402.	1031600.	195278.	5	86519.	-42434.	304428.	116859.
PERIODICALS	6	583196.	360000.	1053437.	233698.	6	116033.	60000.	188581.	50611.
MICROFORM	1	29384.	29384.	29384.	0.	1	-31856.	-31856.	-31856.	0.
GOVERNMENT DOCUMENTS	4	11420.	6275.	20000.	5286.	4	3896.	-575.	7263.	3294.
AUDIO - VISUAL	4	15758.	10000.	31000.	8825.	4	-4164.	-8951.	1121.	3594.
OTHER MATERIALS	1	1400.	1400.	1400.	0.	1	825.	825.	825.	0.
TOTAL OPERATING	10	2991049.	1369353.	7133462.	1718513.	10	245106.	83577.	504626.	127467.
SALARIES AND FRINGE BENEFITS	10	2740504.	1240897.	6648692.	1583950.	10	242437.	71798.	529742.	136419.
AUTOMATED SYSTEMS	8	53761.	7540.	99077.	28343.	8	28818.	-1039.	56500.	18985.
OTHER SUPPORT SERVICES	6	91597.	6700.	365252.	124873.	5	-17488.	-60355.	4079.	23521.
EQUIPMENT RENTAL	10	14070.	600.	30000.	9303.	10	457.	-7547.	7676.	4556.
COMMUNICATIONS	9	16138.	7536.	33200.	7958.	9	1728.	-374.	7400.	2410.
SUPPLIES	10	39722.	16147.	73485.	18136.	10	-38629.	-346447.	8373.	109014.
OTHER OPERATING	7	120376.	3235.	269962.	108224.	4	-20639.	-49144.	4436.	23575.
TOTAL LIBRARY BUDGET	10	6000225.	2153800.	14062340.	3840516.	10	2348115.	136649.	10867988.	3722183.

2 LIBRARIES INDICATING NEW BUILDING INCLUDED IN CAPITAL BUDGET

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VIIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ADMINISTRATION				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ACQUISITIONS				STD DEV
		AVERAGE	LOW	HIGH				AVERAGE	LOW	HIGH		
TOTAL OPERATING	10	9.02%	3.31%	19.18%	4.07		9	8.92%	3.26%	14.47%		2.90
SALARIES AND FRINGE BENEFITS	10	9.17%	3.55%	18.48%	3.71		9	9.51%	3.50%	15.32%		3.07
AUTOMATED SYSTEMS	1	15.26%	15.26%	15.26%	0.0		1	58.21%	58.21%	58.21%		0.0
OTHER SUPPORT SERVICES	4	12.16%	3.33%	31.55%	11.53		3	10.08%	3.52%	18.97%		6.52
EQUIPMENT RENTAL	3	59.91%	9.98%	92.00%	35.78		0	0.0 %	0.0 %	0.0 %		0.0
COMMUNICATIONS	4	35.98%	11.00%	100.00%	37.04		3	6.83%	3.09%	9.34%		2.69
SUPPLIES	4	3.87%	2.43%	5.66%	1.19		5	8.39%	3.00%	15.10%		4.03
OTHER OPERATING	1	6.18%	6.18%	6.18%	0.0		1	14.53%	14.53%	14.53%		0.0
TOTAL LIBRARY BUDGET	10	5.33%	1.04%	12.19%	3.16		9	5.08%	0.94%	7.83%		2.15

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VIIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:			
		AVERAGE	CATALOGING LOW	HIGH	STD DEV		AVERAGE	SERIALS LOW	HIGH	STD DEV
TOTAL OPERATING	9	15.68%	7.97%	19.98%	4.29	9	6.38%	2.89%	8.89%	1.75
SALARIES AND FRINGE BENEFITS	9	16.24%	8.34%	22.44%	4.53	9	6.75%	3.10%	9.45%	1.83
AUTOMATED SYSTEMS	3	51.35%	11.54%	86.59%	30.79	2	34.01%	31.20%	36.82%	2.81
OTHER SUPPORT SERVICES	3	17.93%	3.52%	28.21%	10.49	3	3.44%	1.03%	5.77%	1.94
EQUIPMENT RENTAL	3	43.48%	8.20%	100.00%	40.37	0	0.0 %	0.0 %	0.0 %	0.0
COMMUNICATIONS	3	5.98%	1.86%	9.69%	3.21	3	3.93%	2.00%	5.46%	1.44
SUPPLIES	5	16.78%	5.66%	32.14%	9.99	5	5.76%	1.13%	15.10%	5.15
OTHER OPERATING	1	29.37%	29.37%	29.37%	0.0	1	4.95%	4.95%	4.95%	0.0
TOTAL LIBRARY BUDGET	9	8.99%	2.45%	14.80%	4.19	9	3.83%	0.86%	6.58%	2.01

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: INTER - LIBRARY LOAN				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: MATERIALS FINISHING				STD DEV
		AVERAGE	LOW	HIGH				AVERAGE	LOW	HIGH		
TOTAL OPERATING	9	1.98%	1.14%	3.25%	0.62		9	4.22%	1.10%	9.17%	3.07	
SALARIES AND FRINGE BENEFITS	9	2.03%	1.23%	3.06%	0.54		9	3.76%	1.14%	9.60%	2.98	
AUTOMATED SYSTEMS	1	4.14%	4.14%	4.14%	0.0		0	0.0 %	0.0 %	0.0 %	0.0	
OTHER SUPPORT SERVICES	3	5.15%	1.06%	10.26%	3.82		3	25.42%	1.18%	68.45%	30.51	
EQUIPMENT RENTAL	1	10.60%	10.60%	10.60%	0.0		1	8.00%	8.00%	8.00%	0.0	
COMMUNICATIONS	3	10.10%	1.30%	18.56%	7.05		3	2.20%	0.97%	4.33%	1.51	
SUPPLIES	4	2.57%	1.26%	5.66%	1.81		5	14.53%	3.64%	21.07%	6.93	
OTHER OPERATING	2	2.93%	1.23%	4.64%	1.70		1	3.25%	3.25%	3.25%	0.0	
TOTAL LIBRARY BUDGET	9	1.23%	0.17%	2.06%	0.61		9	2.84%	0.26%	7.73%	2.57	

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY

10 LIBRARIES INCLUDED

A: SERVICES PROVIDED BY REGIONAL LIBRARIES

TYPE OF SERVICE	NUMBER IN THIS STRATUM PROVIDING REGIONAL SERVICE	NUMBER IN THIS STRATUM PROVIDING THIS SERVICE	PERCENT PROVIDING THIS SERVICE
ACQUISITIONS			
1. MAINTAIN STANDING ORDERS	7	0	0.0%
2. PAYMENT PROCESSING	7	0	0.0%
3. COLLECTION DEVELOPMENT	7	0	0.0%
4. CLAIM BACKORDERED ITEMS	7	0	0.0%
5. RETURNS	7	0	0.0%
6. CANCELLATIONS	7	0	0.0%
7. OTHER	7	0	0.0%
CATALOGING			
8. PRODUCE CARD SETS	7	1	14.3%
9. PHYSICAL PROCESSING	7	0	0.0%
10. PROVIDE CATALOGING COPY	7	2	28.6%
11. PRODUCE CATALOGS	7	1	14.3%
12. OTHER	7	0	0.0%
INTER - LIBRARY LOAN			
13. PROVIDE LOCATIONS	7	3	42.9%
14. VERIFICATION	7	4	57.1%
15. ACT AS SWITCHING CENTER	7	4	57.1%
16. OTHER	7	2	28.6%
REFERENCE			
17. DATA BASE SEARCHES	7	3	42.9%
18. REFERRAL SERVICES	7	1	14.3%
19. OTHER	7	2	28.6%
OTHER			
20. MAINTAIN A UNION CATALOG	7	1	14.3%
21. OTHER REGIONAL SERVICES	7	0	0.0%
NONE			
22. NO REGIONAL SERVICES	7	0	0.0%

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VIII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
B: TYPES OF LIBRARIES SUPPORTED

TYPE OF LIBRARY	NUMBER OF LIBRARIES REPORTING	NUMBER OF LIBRARIES SUPPORTED			STD DEV
		AVERAGE	LOW	HIGH	
PUBLIC	3	48.	13.	65.	24.51
ACADEMIC	4	9.	2.	12.	4.09
SCHOOL	2	99.	99.	99.	0.0
SPECIAL	2	68.	68.	68.	0.0
TOTAL	5	102.	2.	244.	115.67

**99. INDICATES 99 OR MORE LIBRARIES SUPPORTED

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
C: REGIONAL INTERLIBRARY LOAN

REQUESTS	NUMBER OF LIBRARIES REPORTING	AVERAGE	VOLUME DURING THE LAST REPORTING YEAR		STD DEV
			LOW	HIGH	
TOTAL REQUESTS	3	18472.	2913.	44850.	18752.
FILLED REQUESTS	3	14132.	961.	37226.	16383.
FILL RATE	3	57.8	33.8	83.8	20.46
% FILLED FROM LIBRARY	3	57.8	33.8	82.8	20.0
% FILLED FROM ANOTHER LIBRARY	1	1.8	1.8	1.8	0.0
% FORWARDED TO STATE LIBRARY	1	8.8	8.8	8.8	0.0
% FORWARDED TO LIBRARY OUTSIDE REGION	2	12.8	10.8	13.8	1.5
% FORWARDED TO A BIBLIOGRAPHIC CENTER	1	67.8	67.8	67.8	0.0
% RETURNED TO REQUESTER WITH LOCATION INFORMATION	2	11.8	2.8	20.8	9.0
% RETURNED TO REQUESTER UNFILLED	2	2.8	1.8	3.8	1.0
% UNFILLED	2	16.8	5.8	27.8	11.0

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
D: REGIONAL CATALOG MAINTENANCE

	NUMBER OF LIBRARIES PROVIDING CATALOG	AVERAGE	CATALOG SIZE, ETC.		STD DEV
			LOW	HIGH	

TYPE OF HOLDINGS					
MONOGRAPHS	1				
SERIALS	1				
OTHER	0				
COMBINED	1				

TITLES	1	21362.00	21362.00	21362.00	0.0
TITLES ADDED	1	4272.00	4272.00	4272.00	0.0
LOCATIONS	1	17.00	17.00	17.00	0.0
LOCATIONS PER TITLE	1	17.00	17.00	17.00	0.0
YEARS IN EXISTENCE	1	6.00	6.00	6.00	0.0

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
E: REIMBURSEMENT

5 LIBRARIES RECEIVING REIMBURSEMENT

CHARACTERISTICS OF REIMBURSEMENTS	NUMBER OF LIBRARIES RECEIVING	AVERAGE	AMOUNT LOW	HIGH	STD DEV
GENERAL					
SALARIES FOR HQS STAFF	5	19650.00	2400.00	78871.00	29679.43
ANNUAL SUPPLY SUPPLEMENT	3	2902.67	908.00	6600.00	2617.13
ANNUAL EQUIPMENT SUPPLMT	1	50.00	50.00	50.00	0.0
ANNUAL STIPEND	0	0.0	0.0	0.0	0.0
CATALOGING					
PER VOLUME PROCESSED	0	0.0	0.0	0.0	0.0
PER CARD SET	1	0.85	0.85	0.85	0.0
PER ENTRY IN CATALOG	0	0.0	0.0	0.0	0.0
ACQUISITIONS					
PER VOLUME ORDERED	0	0.0	0.0	0.0	0.0
INTER - LIBRARY LOAN					
PER FILLED REQUEST	2	0.10	0.10	0.10	0.0
PER UNFILLED REQUEST	1	0.50	0.50	0.50	0.0
PER REQUEST FOR LOC INFO	0	0.0	0.0	0.0	0.0
OTHER	4	6019.75	53.00	20225.00	8260.59

SOURCE OF REIMBURSEMENT	NUMBER OF LIBRARIES RECEIVING	AVERAGE	PERCENTAGE LOW	HIGH	STD DEV
STATE LIBRARIES	3	98.00%	94.00%	100.00%	2.83
PARTICIPATING LIBRARIES	2	75.00%	50.00%	100.00%	25.00
OTHER	4	63.50%	6.00%	99.00%	38.76

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	9	246225.	129751.	381238.	90577.	9	15679.	-47163.	56408.	27783.
SALARIES AND FRINGE BENEFITS	9	239905.	123551.	381238.	84529.	9	13943.	-59025.	56408.	31181.
AUTOMATED SYSTEMS	1	25300.	25300.	25300.	0.	1	13000.	13000.	13000.	0.
OTHER SUPPORT SERVICES	3	3970.	1700.	4509.	1973.	3	223.	161.	275.	47.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	3	1139.	500.	2077.	678.	3	119.	107.	131.	12.
SUPPLIES	5	3155.	600.	5476.	1616.	5	-25.	-1138.	620.	611.
OTHER OPERATING	1	470.	470.	470.	0.	1	106.	106.	106.	0.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	9	232288.	97787.	424653.	96403.	9	4.84	2.81	14.11	2.75
SALARIES AND FRINGE BENEFITS	9	227512.	91769.	408015.	93231.	9	4.74	2.60	13.55	2.61
AUTOMATED SYSTEMS	2	6953.	1605.	12300.	5348.	2	0.19	0.04	0.41	0.18
OTHER SUPPORT SERVICES	3	3747.	1468.	6348.	2005.	3	0.10	0.06	0.15	0.04
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
COMMUNICATIONS	3	1060.	500.	1946.	634.	3	0.03	0.02	0.05	0.01
SUPPLIES	5	3181.	589.	4856.	1603.	5	0.09	0.01	0.16	0.05
OTHER OPERATING	1	364.	364.	364.	0.	1	0.01	0.01	0.01	0.0

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	VOLUME THROUGHPUT AVERAGE	LOW	PER ACO FTE HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	ACO SAL \$ AVERAGE	EXP PER VOLUME LOW	THROUGHPUT HIGH	STD DEV
PROFESSIONAL LIBRARIAN	35.60	12130.87	4300.29	52423.00	9308.44	10	1.52	0.33	3.47	0.93
OTHER PROFESSIONAL	1.00	30102.00	30102.00	30102.00	0.0	1	0.49	0.49	0.49	0.0
LIBRARY ASSISTANT	117.75	3770.61	1920.00	14866.66	1939.42	10	2.47	0.54	4.11	0.94
CLERK	28.50	8643.04	2400.00	43047.00	9000.17	7	1.09	0.22	2.74	0.98
STUDENT / PAGE	25.14	18640.09	6297.49	64756.97	15069.68	10	0.30	0.04	0.94	0.27
OTHER	2.00	43823.50	43047.00	44600.00	776.50	2	0.26	0.22	0.30	0.04
STAFF PAID BY OUTSIDE SOURCES	9.85	15632.68	5734.60	60948.00	20085.49	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	220.84	2010.46	857.14	3185.71	794.50	10	5.16	2.65	10.11	2.37

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	3.66	1.00	7.00	1.68	10	56174.	18220.	104532.	27764.
OTHER PROFESSIONAL	1	1.00	1.00	1.00	0.0	1	14820.	14820.	14820.	0.
LIBRARY ASSISTANT	10	11.77	3.00	22.00	5.91	10	107880.	24228.	214680.	61260.
CLERK	7	4.07	1.00	8.50	2.68	7	29912.	6448.	70500.	21365.
STUDENT / PAGE	9	2.79	0.75	6.00	1.87	10	11309.	1010.	28431.	8640.
OTHER	2	1.00	1.00	1.00	0.0	2	11355.	9822.	12888.	1533.
STAFF PAID BY OUTSIDE SOURCES	3	3.28	1.10	7.50	2.98	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	36.60	15348.	10738.	18220.	1703.
OTHER PROFESSIONAL	1.00	14820.	14820.	14820.	0.
LIBRARY ASSISTANT	117.75	9162.	6760.	10407.	1090.
CLERK	28.50	7347.	5421.	9396.	1039.
STUDENT / PAGE	25.14	4458.	1748.	7345.	1675.
OTHER	2.00	11355.	9822.	12888.	1533.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
C: ORDERING PATTERNS
10 LIBRARIES INCLUDED

MATERIAL TYPE AND/OR SOURCE	NUMBER OF LIBRARIES REPORTING	TOTAL THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH	
MONOGRAPH TITLES	10	37552.	11800.	66185.	15716.
SERIAL TITLES	9	7608.	200.	22392.	7058.
TOTAL TITLES	10	44399.	12000.	76185.	18171.
% STANDING ORDER	10	7.7	1.7	20.7	5.9
% APPROVAL PLAN	10	21.7	5.7	36.7	10.3
% ORDER REQUEST	10	54.7	38.7	66.7	8.1
% GIFT/EXCHANGE	10	15.7	5.7	32.7	8.2
% OTHER	4	6.7	1.7	14.7	4.8
YEAR IMPRINT					
% 1975-76	9	57.7	10.7	85.7	20.1
% 1969-74	9	30.7	4.7	80.7	20.3
% PRE1969	8	7.7	1.7	15.7	4.5
BACKFILE AND RETROSPECTIVE					
% SERIAL BACKFILE SUPPLEMENT	6	51.87	1.07	99.07	47.2
% MONOGRAPH RETROSPECTIVE COLLECTION DEVELOPMENT	6	24.27	1.07	50.07	22.7

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	9	513694.	118991.	1291198.	334884.	9	58945.	13656.	101727.	24818.
SALARIES AND FRINGE BENEFITS	9	495528.	114391.	1291198.	341245.	9	48672.	12299.	101727.	31813.
AUTOMATED SYSTEMS	3	31213.	7800.	50000.	17536.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	3	8587.	1700.	18562.	7222.	3	-1488.	-3410.	240.	1496.
EQUIPMENT RENTAL	3	2157.	600.	3900.	1354.	3	-1711.	-5153.	563.	2475.
COMMUNICATIONS	3	1125.	300.	2500.	979.	3	105.	40.	170.	65.
SUPPLIES	5	6659.	1790.	17985.	5863.	5	-445.	-1708.	1342.	1032.
OTHER OPERATING	1	950.	950.	950.	0.	1	153.	153.	153.	0.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	11.09	5.00	17.00	4.28	10	177396.	78447.	290816.	64532.
OTHER PROFESSIONAL	1	0.50	0.50	0.50	0.0	1	3229.	3229.	3229.	0.
LIBRARY ASSISTANT	10	24.21	2.00	75.00	20.61	10	224517.	22656.	726649.	203602.
CLERK	5	7.60	2.00	16.00	4.96	5	40981.	13288.	79006.	23567.
STUDENT / PAGE	9	4.19	1.00	8.00	2.25	9	20052.	4576.	34162.	9491.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	3	2.86	0.74	7.00	2.93	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	110.87	16000.	11675.	31533.	4175.
OTHER PROFESSIONAL	0.50	6458.	6458.	6458.	0.
LIBRARY ASSISTANT	242.15	9272.	6590.	11328.	1168.
CLERK	39.00	5392.	4938.	6644.	468.
STUDENT / PAGE	37.73	4793.	3837.	5907.	681.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE 1A: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	9	461298.	105335.	1189471.	309434.	9	11.76	6.28	17.79	3.92
SALARIES AND FRINGE BENEFITS	9	452264.	100885.	1189471.	310855.	9	11.53	6.12	17.79	4.01
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	3	10075.	1460.	19856.	7555.	3	0.35	0.10	0.47	0.14
EQUIPMENT RENTAL	3	3869.	1144.	7125.	2471.	3	0.09	0.03	0.24	0.08
COMMUNICATIONS	3	1055.	300.	2330.	907.	3	0.04	0.02	0.06	0.02
SUPPLIES	5	7104.	2690.	16643.	5126.	5	0.19	0.10	0.40	0.11
OTHER OPERATING	1	797.	797.	797.	0.	1	0.03	0.03	0.03	0.0

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TITLE AVERAGE	THROUGHPUT LOW	PFR CAT HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	CAT AVERAGE	SAL \$ LOW	ANNUAL EXP PER TITLE HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	110.87	3495.30	2231.81	5087.75	936.42	10	4.90	2.74	7.77	1.66
OTHER PROFESSIONAL	0.50	70378.00	70378.00	70378.00	0.0	1	0.09	0.09	0.09	0.0
LIBRARY ASSISTANT	242.15	1600.34	947.17	14929.66	1672.10	10	5.24	0.56	10.26	3.27
CLERK	38.00	3825.00	2799.31	7351.00	1266.02	5	1.30	0.90	1.76	0.33
STUDENT / PAGE	37.73	9891.30	3658.25	34593.00	6225.38	9	0.54	0.13	1.30	0.36
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	8.59	14196.96	5996.29	60525.67	17589.62	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	437.84	685.08	650.50	1633.56	214.66	10	11.28	5.78	17.65	3.85

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT.
C: CATALOGING PATTERNS
10 LIBRARIES INCLUDED

TYPE OF MATERIAL	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	HIGH	STD DEV
MONOGRAPH TITLES	10	33070.	13723.	53867.	12163.3
SERIALS TITLES	10	2524.	853.	8600.	2346.9
OTHER TITLES	8	3949.	119.	15248.	5064.4
TOTAL TITLES	10	39752.	14702.	71038.	15808.7
CATALOGING SOURCE					
% LC CAT	10	59.%	3.%	87.%	28.5
% NUC DATA	7	8.%	1.%	20.%	5.5
% CIP DATA	4	1.%	1.%	1.%	0.0
% SECONDARY SOURCE	6	34.%	5.%	79.%	29.7
% ORIG CATALOGING	9	16.%	5.%	30.%	7.4
RELATED DATA					
LAG TIME	10	33.	4.	60.	18.5
BACKLOG	10	43450.	1600.	205000.	60994.2
CARDS/RECORD ENTRY FOR:					
MONOGRAPH TITLES	9	10.	6.	14.	2.4
SERIALS TITLES	8	9.	6.	14.	2.5
OTHER TITLES	6	9.	5.	14.	3.0

PROOF SLIP SUBSCRIPTIONS
9 LIBRARIES RESPONDING
4 AFFIRMATIVE OR 44.4%
5 NEGATIVE
0 OTHER RESPONSE

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	9	57285.	23419.	135307.	29502.	9	5656.	1224.	10779.	3028.
SALARIES AND FRINGE BENEFITS	9	55012.	23019.	135307.	30279.	9	4969.	1202.	10779.	3005.
AUTOMATED SYSTEMS	1	1800.	1800.	1800.	0.	1	1315.	1315.	1315.	0.
OTHER SUPPORT SERVICES	3	1631.	893.	2000.	522.	3	441.	22.	1000.	411.
EQUIPMENT RENTAL	1	2550.	2550.	2550.	0.	1	350.	350.	350.	0.
COMMUNICATIONS	3	1936.	117.	3000.	1242.	3	496.	-41.	1428.	662.
SUPPLIES	4	763.	400.	1500.	449.	4	88.	22.	160.	49.
OTHER OPERATING	2	1175.	150.	2200.	1025.	2	333.	15.	650.	318.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE Y: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	9	52257.	22195.	124528.	27337.	9	2.97	1.71	4.25	0.65
SALARIES AND FRINGE BENEFITS	9	50545.	21817.	124528.	27430.	9	2.88	1.68	4.25	0.64
AUTOMATED SYSTEMS	1	485.	485.	485.	0.	1	0.03	0.03	0.03	0.0
OTHER SUPPORT SERVICES	3	1190.	871.	1700.	364.	3	0.09	0.06	0.11	0.02
EQUIPMENT RENTAL	1	2200.	2200.	2200.	0.	1	0.14	0.14	0.14	0.0
COMMUNICATIONS	3	1440.	154.	2549.	997.	3	0.11	0.01	0.18	0.08
SUPPLIES	4	675.	517.	1340.	406.	4	0.05	0.02	0.12	0.04
OTHER OPERATING	2	843.	135.	1550.	704.	2	0.06	0.01	0.11	0.05

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
A: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	8	1.07	0.10	2.00	0.50	8	16655.	1058.	26316.	7359.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	10	3.08	1.00	10.00	2.46	10	27755.	6873.	87468.	22015.
CLERK	4	0.77	0.07	1.00	0.40	4	4258.	374.	5654.	2244.
STUDENT / PAGE	7	1.14	0.30	3.00	0.82	8	4818.	655.	11856.	3273.
OTHER	1	0.42	0.42	0.42	0.0	1	4522.	4522.	4522.	0.
STAFF PAID BY OUTSIDE SOURCES	5	1.06	0.50	1.80	0.42	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	8.60	15493.	10580.	17453.	1650.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	30.85	8997.	6873.	12320.	1403.
CLERK	3.07	5548.	5343.	5654.	95.
STUDENT / PAGE	8.00	4717.	2183.	8568.	1240.
OTHER	0.42	10767.	10767.	10767.	0.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
H: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	REQUEST AVERAGE	LOW	PER ILL FTE HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	ILL SAL \$ AVERAGE	EXP PER REQUEST LOW	ANNUAL PER REQUEST HIGH	STD DEV
PROFESSIONAL LIBRARIAN	8.60	16447.20	6663.33	104369.94	13959.57	8	1.10	0.10	2.62	0.71
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	30.85	5464.47	3479.00	15403.00	2584.27	10	1.60	0.45	2.61	0.72
CLERK	3.07	19385.67	10437.00	295728.56	42259.61	4	0.33	0.02	0.52	0.19
STUDENT / PAGE	8.00	12915.35	5134.33	33316.66	8045.10	8	0.33	0.07	0.77	0.21
OTHER	0.42	49288.08	49288.08	49288.09	0.01	1	0.22	0.22	0.22	0.0
STAFF PAID BY OUTSIDE SOURCES	5.30	12679.23	7500.00	22328.00	4441.05	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	56.24	2997.49	1776.32	7919.47	778.24	10	2.90	1.58	4.18	0.68

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
C: VOLUME OF BORROWING REQUESTS

BORROWING REQUESTS		NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUME HIGH	STD DEV
TOTAL	REQUESTS	10	5431.	2704.	10000.	2348.
NUMBER	FILLED	10	4343.	2434.	7377.	1413.
FILL	RATE	10	84.3%	58.1%	98.6%	13.0%
%	FILLED LOCALLY	7	23.4%	1.0%	50.0%	17.7%
%	FILLED IN STATE	9	36.7%	11.0%	75.0%	18.0%

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT

10 LIBRARIES INCLUDED

D: NUMBER OF INSTITUTIONS QUERIED

STRATA	LIBRARIES REPORTING		PERCENT
	TOTAL	THIS STRATA	
1.0-1.4	10	1.	10.0%
1.5-1.9	10	4.	40.0%
2.0-2.4	10	1.	10.0%
2.5-2.9	10	3.	30.0%
3.0-3.4	10	1.	10.0%
3.5-3.9	10	0.	0.0%
4.0-4.4	10	0.	0.0%
4.5-4.9	10	0.	0.0%
5.0-5.4	10	0.	0.0%
MODE	1.5-1.9		
AVERAGE	1.9		

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
E: TIME REQUIRED TO FILL A REQUEST

SOURCE	NUMBER OF LIBRARIES REPORTING	AVERAGE DAYS			STD DEV
		AVERAGE	LOW	HIGH	
THROUGH A RIB CENTER	7	19.	5.	60.	17.
FROM A LIBRARY LOCALLY	9	6.	3.	14.	3.
ELSEWHERE IN STATE	10	10.	3.	15.	3.
ADJOINING STATES	9	17.	10.	21.	4.
ELSEWHERE	10	27.	18.	45.	7.
OVERALL	10	16.	6.	27.	8.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
F: VERIFICATION

9 LIBRARIES OF 9 LIBRARIES RESPONDING NORMALLY VERIFY BORROWING REQUESTS
OR 100.0%

2 LIBRARIES OF 10 LIBRARIES RESPONDING NORMALLY VERIFY LENDING REQUESTS
OR 20.0%

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
G: FREQUENCY OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LARGE	ACADEMIC	8	18	2.	1.	4.	1.	5.	1.	10.	3.
LIBRARY											
STATE	LIBRARY	2	3	2.	1.	2.	1.	7.	5.	10.	2.
LARGE	PUBLIC	3	3	1.	1.	1.	0.	6.	6.	7.	0.
LIBRARY											
OTHER	REGIONAL	2	2	1.	1.	1.	0.	4.	2.	5.	2.
LIBRARY											
OTHER	ACADEMIC	10	48	5.	2.	7.	1.	5.	1.	10.	3.
LIBRARY											
OTHER	PUBLIC	1	3	3.	3.	3.	0.	6.	3.	10.	3.
LIBRARY											
BIBLIOGRAPHIC		1	1	1.	1.	1.	0.	4.	4.	4.	0.
CENTER											
SPECIAL	LIBRARY	7	9	1.	1.	2.	0.	5.	1.	10.	3.
OTHER	LIBRARY	4	5	1.	1.	2.	0.	4.	1.	7.	2.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
H: FREQUENCY OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LARGE ACADEMIC LIBRARY		10	51	5.	1.	8.	2.	7.	1.	10.	3.
STATE LIBRARY		5	8	2.	1.	2.	0.	4.	1.	9.	3.
LARGE PUBLIC LIBRARY		1	1	1.	1.	1.	0.	9.	9.	9.	0.
OTHER REGIONAL LIBRARY		0	0	0.	0.	0.	0.	0.	0.	0.	0.
OTHER ACADEMIC LIBRARY		7	14	2.	1.	3.	1.	6.	1.	10.	3.
OTHER PUBLIC LIBRARY		1	1	1.	1.	1.	0.	2.	2.	2.	0.
BIBLIOGRAPHIC CENTER		1	1	1.	1.	1.	0.	4.	4.	4.	0.
SPECIAL LIBRARY		3	4	1.	1.	2.	0.	3.	1.	5.	2.
OTHER LIBRARY		3	4	1.	1.	2.	0.	5.	3.	8.	2.

3

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
I: LOCATION OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	7	32	5.	2.	8.	3.	5.	1.	10.	3.
ELSEWHERE		8	40	5.	1.	9.	3.	5.	1.	10.	3.
IN STATE											
ADJOINING	STATES	8	17	2.	1.	3.	1.	6.	2.	9.	2.
OTHER	WESTERN	2	3	2.	1.	2.	1.	7.	5.	10.	2.
STATES											
OTHER	EASTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATES											

A: SURVEY OF 100 LIBRARIES: LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
J: LOCATION OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	3	9	3.	2.	5.	1.	4.	1.	10.	3.
ELSEWHERE		7	19	3.	1.	7.	2.	4.	1.	8.	2.
IN STATE											
ADJOINING	STATES	8	21	3.	1.	5.	1.	5.	2.	10.	3.
OTHER	WESTERN	4	6	2.	1.	3.	1.	8.	1.	10.	3.
STATES											
OTHER	EASTERN	8	29	4.	2.	6.	1.	6.	1.	10.	2.
STATES											

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED

K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	PHOTOCOPY/DUPLICATE				PERCENT OF TOTAL			
		AVERAGE	LOW	HIGH	STD DEV	AVERAGE	LOW	HIGH	STD DEV
BOOKSTOCK	3	48.	20.	100.	37.	3.4%	1.6%	6.5%	2.2
PERIODICALS	8	2220.	1366.	4000.	900.	98.5%	91.9%	100.0%	2.6
MICROFORMS	4	58.	5.	150.	56.	51.0%	4.0%	100.0%	34.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	15.	15.	15.	0.	75.0%	75.0%	75.0%	0.0
OTHER	1	450.	450.	450.	0.	56.3%	56.3%	56.3%	0.0
TOTAL	10	2233.	1193.	4150.	967.	50.4%	35.8%	66.7%	7.8

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	ORIGINAL				PERCENT OF TOTAL			
		AVERAGE	LOW	HIGH	STD DEV	AVERAGE	LOW	HIGH	STD DEV
BOOKSTOCK	8	1894.	973.	2648.	509.	98.7%	93.5%	100.0%	2.1
PERIODICALS	4	52.	10.	123.	43.	3.0%	0.6%	8.1%	3.0
MICROFORMS	4	79.	25.	120.	42.	74.0%	50.0%	100.0%	24.0
AUDIO/VISUAL	3	9.	1.	25.	11.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	5	138.	5.	369.	139.	85.0%	25.0%	100.0%	30.0
OTHER	2	176.	1.	350.	175.	71.9%	43.8%	100.0%	28.1
TOTAL	10	2111.	1023.	3467.	597.	49.6%	33.3%	64.2%	7.8

TABLE X: INTERLIBRARY LOAN DEPARTMENT
K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	8	1912.	993.	2648.	492.	100.0%	100.0%	100.0%	0.0
PERIODICALS	8	2246.	1391.	4000.	892.	100.0%	100.0%	100.0%	0.0
MICROFORMS	5	109.	50.	150.	34.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	3	9.	1.	25.	11.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	5	141.	20.	369.	137.	100.0%	100.0%	100.0%	0.0
OTHER	2	401.	1.	800.	400.	100.0%	100.0%	100.0%	0.0
TOTAL	10	4343.	2434.	7377.	1413.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	1	60.	60.	60.	0.	2.3%	2.3%	2.3%	0.0
PERIODICALS	8	4016.	1000.	14295.	3997.	98.4%	87.7%	100.0%	4.0
MICROFORMS	6	158.	25.	375.	131.	67.7%	16.7%	100.0%	33.4
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	12.	12.	12.	0.	25.0%	25.0%	25.0%	0.0
OTHER	1	50.	50.	50.	0.	8.0%	8.0%	8.0%	0.0
TOTAL	10	4235.	1025.	14445.	3635.	45.5%	30.0%	58.9%	9.5

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	8	3487.	1150.	7725.	2238.	99.7%	97.7%	100.0%	0.8
PERIODICALS	2	1006.	12.	2000.	994.	6.5%	0.8%	12.3%	5.8
MICROFORMS	3	203.	20.	500.	212.	43.1%	5.1%	83.3%	32.0
AUDIO/VISUAL	3	1795.	5.	5278.	2463.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	4	194.	20.	391.	168.	93.8%	75.0%	100.0%	10.8
OTHER	1	575.	575.	575.	0.	92.0%	92.0%	92.0%	0.0
TOTAL	10	4788.	1175.	11130.	2938.	54.3%	41.1%	70.0%	9.5

TABLE X: INTERLIBRARY LOAN DEPARTMENT
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH			LOW	HIGH	STD DEV
BOOKSTOCK	8	3494.	1150.	7725.	2235.	100.0%	100.0%	100.0%	0.0
PERIODICALS	8	4267.	1000.	16295.	4642.	100.0%	100.0%	100.0%	0.0
MICROFORMS	4	310.	25.	600.	213.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	3	1795.	5.	5278.	2463.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	4	197.	20.	391.	165.	100.0%	100.0%	100.0%	0.0
OTHER	1	625.	625.	625.	0.	100.0%	100.0%	100.0%	0.0
TOTAL	10	9028.	2250.	25575.	6267.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE VI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	10	241087.	109011.	606537.	133704.	10	24765.	4875.	55641.	15299.
SALARIES AND FRINGE BENEFITS	10	221325.	101651.	468451.	97174.	10	28395.	4885.	55641.	17149.
AUTOMATED SYSTEMS	1	10276.	10276.	10276.	0.	1	7876.	7876.	7876.	0.
OTHER SUPPORT SERVICES	4	30431.	1700.	115219.	48954.	4	-14963.	-42822.	239.	19727.
EQUIPMENT RENTAL	3	14542.	2400.	27600.	10308.	3	2896.	960.	4832.	1936.
COMMUNICATIONS	4	3882.	990.	7536.	2450.	4	-182.	-500.	308.	308.
SUPPLIES	4	1569.	770.	2298.	546.	4	-186.	-1278.	261.	632.
OTHER OPERATING	1	200.	200.	200.	0.	1	20.	20.	20.	0.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES			STD DEV
		AVERAGE	LOW	HIGH	
TOTAL OPERATING	10	218799.	103136.	593785.	132506.
SALARIES AND FRINGE BENEFITS	10	195770.	96746.	416057.	84057.
AUTOMATED SYSTEMS	1	2400.	2400.	2400.	0.
OTHER SUPPORT SERVICES	4	41653.	1461.	159041.	67211.
EQUIPMENT RENTAL	3	12611.	2400.	26640.	10258.
COMMUNICATIONS	4	4063.	1150.	7910.	2471.
SUPPLIES	4	1755.	640.	2984.	865.
OTHER OPERATING	1	180.	180.	180.	0.

A: SURVEY OF 100 LIBRARIES, LARGE ACADEMIC STRATUM

TABLE VI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	4.95	2.00	8.00	1.74	10	115477.	52340.	189444.	36056.
OTHER PROFESSIONAL	5	1.80	1.00	3.00	0.75	5	29698.	13600.	54000.	14362.
LIBRARY ASSISTANT	2	3.50	1.00	6.00	2.50	2	36512.	10328.	62695.	26183.
CLERK	9	6.06	2.00	14.50	4.40	9	55725.	11258.	130608.	42123.
STUDENT / PAGE	7	1.14	0.25	2.80	0.98	8	5081.	593.	12896.	4398.
OTHER	3	2.50	1.00	3.50	1.08	3	24659.	12576.	41352.	11756.
STAFF PAID BY OUTSIDE SOURCES	3	2.55	0.30	6.35	2.70	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	49.50	23329.	16178.	28842.	4729.
OTHER PROFESSIONAL	9.00	16499.	13600.	18000.	1377.
LIBRARY ASSISTANT	7.00	10432.	10328.	10449.	42.
CLERK	54.50	9202.	5629.	11322.	1239.
STUDENT / PAGE	7.99	4910.	1977.	8567.	1420.
OTHER	7.50	10664.	8683.	12576.	1636.

A: SURVEY OF 100 LIBRARIES. LARGE ACADEMIC STRATUM

TABLE VI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
a: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TOTAL LIBRARY FTE		PER ADM FTE		NUMBER OF LIBRARIES REPORTING	ADM SAL \$ EXP PER		ANNUAL TOTAL LIBRARY FTE	
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	49.50	51.20	19.80	114.25	19.69	10	532.18	229.06	1318.80	297.52
OTHER PROFESSIONAL	9.00	133.23	49.50	228.50	78.74	5	155.14	59.52	313.92	105.13
LIBRARY ASSISTANT	7.00	81.57	78.67	99.00	7.12	2	118.58	104.32	132.83	14.25
CLERK	54.50	37.84	14.14	114.25	27.47	9	253.05	55.14	564.66	182.72
STUDENT / PAGE	7.99	220.62	75.36	780.00	182.15	8	20.52	2.90	54.27	15.29
OTHER	7.50	115.30	68.06	217.49	48.42	3	92.91	57.82	127.58	28.48
STAFF PAID BY OUTSIDE SOURCES	7.65	82.70	34.25	680.60	134.61	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	147.14	17.71	6.60	38.08	8.59	10	905.50	386.53	2315.98	513.22

OTHER ACADEMIC LIBRARY

STRATUM

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE 1: HOLDINGS DISTRIBUTION
IN LIBRARIES INCLUDED

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING						NUMBER OF LIBRARIES REPORTING					
	AVERAGE	LOW	TITLES HIGH	STD DEV	GROWTH		AVERAGE	LOW	VOLUMES HIGH	STD DEV	GROWTH	
BOOKSTOCK	15	111935	11376	679519	171619.	0.06	16	149520	13139	693387	198760.	0.06
ROUND PERIODICALS	9	624	3	3283	974.	0.02	12	17323	10	87530	29202.	0.05
MICROFORM BOOKS	9	37669	5	191974	68289.	0.16	0	0	0	0	0.	0.0
MICROFORM PERIODICALS	15	16875	5	243528	60694.	0.08	0	0	0	0	0.	0.0
PRINTED GOVERNMENT DOCUMENTS	10	36500	121	321650	95276.	0.13	0	0	0	0	0.	0.0
AUDIO / VISUAL MATERIALS	16	9233	240	36311	10829.	0.18	0	0	0	0	0.	0.0
OTHER	5	3801	12	11412	4086.	0.06	0	0	0	0	0.	0.0

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING		VOLUME TO TITLE RATIO		STD DEV
	AVERAGE	LOW	HIGH		
BOOKSTOCK	12	1.38:1	1.01:1	4.09:1	0.80
ROUND PERIODICALS	6	24.03:1	5.00:1	75.00:1	24.02

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE II: STAFFING DISTRIBUTION. ENTIRE LIBRARY
18 LIBRARIES INCLUDED

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	17	7.94	1.00	38.60	10.46	17	129808.	12465.	594456.	173069.
OTHER PROFESSIONAL	4	1.46	1.00	3.00	0.71	4	24503.	15276.	41655.	10185.
LIBRARY ASSISTANT	14	7.51	0.75	27.00	8.34	14	80306.	6921.	350572.	101572.
CLERK	13	9.06	0.96	31.50	9.36	14	68084.	5500.	333256.	89455.
STUDENT / PAGE	12	8.97	0.45	45.00	11.81	12	42510.	2500.	253118.	68102.
OTHER	9	2.38	0.62	6.50	2.12	9	22723.	1972.	64074.	21066.
STAFF PAID BY OUTSIDE SOURCES	4	4.30	1.00	10.00	3.40	0	0.	0.	0.	0.
VOLUNTEER	2	3.50	3.00	4.00	0.50	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE			NUMBER OF LIBRARIES REPORTING	AVERAGE	FRINGE BENEFIT RATES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	174.95	16352.	8480.	21635.	3150.	17	13.52%	3.90%	20.00%	4.96
OTHER PROFESSIONAL	4.50	15079.	12723.	21995.	3050.	6	13.78%	5.00%	21.00%	5.12
LIBRARY ASSISTANT	105.10	10697.	4066.	12984.	1799.	14	13.21%	5.00%	21.00%	4.19
CLERK	117.76	7988.	4349.	10580.	1900.	14	14.74%	5.00%	21.50%	4.45
STUDENT / PAGE	107.65	4739.	808.	8000.	1603.	2	11.17%	5.85%	16.50%	5.32
OTHER	21.42	9547.	3181.	14376.	2553.	6	13.70%	10.00%	16.70%	2.77

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 18 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 12 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	2	1	400.	400.	400.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	250.	250.	250.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	1	250.	250.	250.	0.
4. PRODUCING ORDERS FOR MATERIALS	2	1	4000.	4000.	4000.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	1	0	0.	0.	0.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	1	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	3	0	0.	0.	0.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	0	0	0.	0.	0.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	0	0.	0.	0.	0.
10. OTHER ACQUISITION PRODUCTS	2	1	1532.	1532.	1532.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	1	1	100.	100.	100.	0.
12. SEARCHING FOR CATALOGING DATA	1	0	0.	0.	0.	0.
13. PRODUCING CATALOGING COPY	1	1	36500.	36500.	36500.	0.
14. PRODUCTION OF CATALOG CARDS	10	9	8114.	50.	46747.	13950.
15. PRODUCTION OF BOOK CATALOG	0	0	0.	0.	0.	0.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	4	2	9278.	1006.	17550.	8272.
18. CATALOG AUTHORITY CONTROL	1	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	1	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	1	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	1	1	850.	850.	850.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 19 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 12 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	0	0	0.	0.	0.	0.
24. LOCATING HOLDING LIBRARIES	5	5	103.	25.	219.	87.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	5	3	92.	26.	200.	77.
26. MONITORING STATUS OF ILL REQUESTS	0	0	0.	0.	0.	0.
27. PAYING FOR ILL SERVICES	0	0	0.	0.	0.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	0	0	0.	0.	0.	0.
29. MONITORING THE STATUS OF LOANS	0	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	0	0	0.	0.	0.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	2	52.	49.	54.	3.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	3	2	7.	2.	11.	5.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	5	4	694.	268.	1828.	656.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	2	1	214.	214.	214.	0.
37. SERIALS CHECK-IN OF ISSUES	2	1	700.	700.	700.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	3	1	618.	618.	618.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	3	2	1025.	550.	1500.	475.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 19 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 12 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	1	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	0	0	0.	0.	0.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	0	0.	0.	0.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	0	0	0.	0.	0.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	0	0	0.	0.	0.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	2	2	6.	1.	10.	5.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	0	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	0	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	0	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	1	1	35.	35.	35.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	2	2	3927.	2854.	5000.	1073.

A: SURVEY OF 100 LIBRARIES- OTHER ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 18 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 12 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	2	2	2125.	250.	4000.	1875.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	0	0.	0.	0.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	0	0.	0.	0.	0.
4. PRODUCING ORDERS FOR MATERIALS	2	1	12800.	12800.	12800.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	1	0	0.	0.	0.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	1	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	3	0	0.	0.	0.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	0	0	0.	0.	0.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	0	0.	0.	0.	0.
10. OTHER ACQUISITION PRODUCTS	2	1	6493.	6493.	6493.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	1	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	1	0	0.	0.	0.	0.
13. PRODUCING CATALOGING COPY	1	1	22265.	22265.	22265.	0.
14. PRODUCTION OF CATALOG CARDS	10	8	1514.	20.	4167.	1208.
15. PRODUCTION OF BOOK CATALOG	0	0	0.	0.	0.	0.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	4	1	91.	91.	91.	0.
18. CATALOG AUTHORITY CONTROL	1	1	3200.	3200.	3200.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	1	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	1	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	1	1	9775.	9775.	9775.	0.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT

18 LIBRARIES INCLUDED

6 LIBRARIES USING NO OUTSIDE SUPPORT

12 LIBRARIES USING OUTSIDE SUPPORT

0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	0	0	0.	0.	0.	0.
24. LOCATING HOLDING LIBRARIES	5	3	205.	75.	378.	127.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	5	1	10.	10.	10.	0.
26. MONITORING STATUS OF ILL REQUESTS	0	0	0.	0.	0.	0.
27. PAYING FOR ILL SERVICES	0	0	0.	0.	0.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	0	0	0.	0.	0.	0.
29. MONITORING THE STATUS OF LOANS	0	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	0	0	0.	0.	0.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	1	237.	237.	237.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	3	0	0.	0.	0.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	5	2	1498.	144.	2852.	1354.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	2	1	6747.	6747.	6747.	0.
37. SERIALS CHECK-IN OF ISSUES	2	0	0.	0.	0.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	3	2	6898.	4950.	8846.	1948.
39. OTHER SERIALS-ORIENTED PRODUCTS	3	3	513.	200.	840.	261.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 19 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 12 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST \$ HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	1	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	0	0.	0.	0.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	0	0	0.	0.	0.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	0	0	0.	0.	0.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	2	2	80.	11.	150.	70.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	0	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	0	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	0	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY) 1	1	1	230.	230.	230.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	2	1	8500.	8500.	8500.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 18 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 12 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME,\$		STD DEV
				LOW	HIGH	
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	2	1	10.00	10.00	10.00	0.0
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	0	0.0	0.0	0.0	0.0
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	0	0.0	0.0	0.0	0.0
4. PRODUCING ORDERS FOR MATERIALS	2	1	3.20	3.20	3.20	0.0
5. PRODUCING CLAIM CANCEL NOTICES	1	0	0.0	0.0	0.0	0.0
6. ENCUMBRANCE OF BUDGETED FUNDS	1	0	0.0	0.0	0.0	0.0
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	3	0	0.0	0.0	0.0	0.0
8. PRODUCING LISTS OF NEW ACQUISITIONS	0	0	0.0	0.0	0.0	0.0
9. PERIODIC STATISTICS ON ACQUISITIONS	1	0	0.0	0.0	0.0	0.0
10. OTHER ACQUISITION PRODUCTS	2	1	4.24	4.24	4.24	0.0
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	1	0	0.0	0.0	0.0	0.0
12. SEARCHING FOR CATALOGING DATA	1	0	0.0	0.0	0.0	0.0
13. PRODUCING CATALOGING COPY	1	1	0.61	0.61	0.61	0.0
14. PRODUCTION OF CATALOG CARDS	10	8	0.57	0.35	1.68	0.42
15. PRODUCTION OF BOOK CATALOG	0	0	0.0	0.0	0.0	0.0
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.0	0.0	0.0	0.0
17. PRODUCTION OF SHELF PREPARATION MATERIALS	4	1	0.09	0.09	0.09	0.0
18. CATALOG AUTHORITY CONTROL	1	0	0.0	0.0	0.0	0.0
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.0	0.0	0.0	0.0
20. PRODUCING CATALOGING VOLUME STATISTICS	1	0	0.0	0.0	0.0	0.0
21. PRODUCING CATALOGING COST STATISTICS	1	0	0.0	0.0	0.0	0.0
22. OTHER CATALOGING PRODUCTS	1	1	11.50	11.50	11.50	0.0

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT

19 LIBRARIES INCLUDED
6 LIBRARIES USING NO OUTSIDE SUPPORT
12 LIBRARIES USING OUTSIDE SUPPORT
0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE INDICATING SUPPORT FOR AVAILABLE THIS TASK TASK DATA		AVERAGE	ANNUAL COST PER VOLUME.\$ LOW HIGH		STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFROMATION	0	0	0.0	0.0	0.0	0.0
24. LOCATING HOLDING LIBRARIES	5	3	3.93	0.74	8.04	3.05
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	5	1	0.05	0.05	0.05	0.0
26. MONITORING STATUS OF ILL REQUESTS	0	0	0.0	0.0	0.0	0.0
27. PAYING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	0	0	0.0	0.0	0.0	0.0
29. MONITORING THE STATUS OF LOANS	0	0	0.0	0.0	0.0	0.0
30. BILLING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
31. PERIODIC ILL STATISTICS	0	0	0.0	0.0	0.0	0.0
32. OTHER ILL PRODUCTS (SPECIFY)	0	0	0.0	0.0	0.0	0.0
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	1	4.84	4.84	4.84	0.0
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	3	0	0.0	0.0	0.0	0.0
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	5	2	1.05	0.54	1.56	0.51
36. CONTROLLING OF PERIODICAL BINDING OEPRATIONS	2	1	31.53	31.53	31.53	0.0
37. SERIALS CHECK-IN OF ISSUES	2	0	0.0	0.0	0.0	0.0
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	3	1	14.31	14.31	14.31	0.0
39. OTHER SERIALS-ORIENTED PRODUCTS	3	2	0.83	0.13	1.53	0.70

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 18 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 12 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$		STD DEV
				LOW	HIGH	
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	1	0	0.0	0.0	0.0	0.0
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.0	0.0	0.0	0.0
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	0	0	0.0	0.0	0.0	0.0
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.0	0.0	0.0	0.0
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	0	0.0	0.0	0.0	0.0
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.0	0.0	0.0	0.0
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.0	0.0	0.0	0.0
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	0	0	0.0	0.0	0.0	0.0
48. PROVIDING CIRCULATION COST STATISTICS	0	0	0.0	0.0	0.0	0.0
49. OTHER CIRCULATION PRODUCTS	0	0	0.0	0.0	0.0	0.0
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	2	2	12.75	10.50	15.00	2.25
51. PERIODIC, ON-GOING SEARCHES	0	0	0.0	0.0	0.0	0.0
52. PRODUCING PRINTED CITATIONS	0	0	0.0	0.0	0.0	0.0
53. BILLING FOR DATA BASE SERVICES	0	0	0.0	0.0	0.0	0.0
54. PRODUCTION OF USE STATISTICS	0	0	0.0	0.0	0.0	0.0
55. PRODUCTION OF COST STATISTICS	0	0	0.0	0.0	0.0	0.0
56. OTHER REFERENCE PRODUCTS (SPECIFY)	1	1	6.57	6.57	6.57	0.0
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	2	1	1.70	1.70	1.70	0.0

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE IV: UNIQUE COMPUTER SUPPORT
19 LIBRARIES INCLUDED

SYSTEM FUNCTION	NUMBER OF LIBRARIES REPORTING	COST OF DEVELOPMENT				NUMBER OF LIBRARIES REPORTING	COST OF ANNUAL MAINTENANCE			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
CIRCULATION	1	6000.	6000.	6000.	0.	1	2400.	2400.	2400.	0.
ACQUISITIONS	0	0.	0.	0.	0.	1	1644.	1644.	1644.	0.
INTER - LIBRARY LOAN	0	0.	0.	0.	0.	0	0.	0.	0.	0.
SERIALS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
INVENTORY CONTROL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
CATALOGING	1	18000.	18000.	18000.	0.	1	8400.	8400.	8400.	0.
PROCESSING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACCOUNTING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES OTHER ACADEMIC STRATUM

TABLE V: EQUIPMENT AND COMMUNICATIONS COSTS
18 LIBRARIES INCLUDED

EQUIPMENT CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	ANNUAL COSTS HIGH	STD DEV
1. COPYING	9	1254.	245.	4425.	1474.
2. TELEX	1	720.	720.	720.	0.
3. TELETYPE, TWX	1	600.	600.	600.	0.
4. DATATEL	0	0.	0.	0.	0.
5. OTHER TELETYPE SERVICE	1	798.	798.	798.	0.
6. FAX	1	825.	825.	825.	0.
7. DATAPHONE	0	0.	0.	0.	0.
8. CRT	0	0.	0.	0.	0.
9. LINE CHARGES TO COMPUTER	0	0.	0.	0.	0.
10. TELEPHONE OTHER THAN ABOVE	7	3488.	215.	17500.	6110.
11. OTHER COMMUNICATIONS COSTS	1	226.	226.	226.	0.
12. TOTAL	12	3473.	215.	22750.	6196.

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE VI: BUDGET AND EXPENDITURE PATTERNS.
19 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL LIBRARY LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S AVERAGE	LOW	HIGH	STD DEV
CAPITAL EXPENDITURE	15	11732.	600.	54615.	15081.	12	285.	-50224.	29242.	18493.
TOTAL MATERIALS	18	125476.	18000.	591893.	156643.	18	-2548.	-50368.	25984.	17871.
BOOKSTOCK	17	63745.	10000.	443764.	99829.	17	-2910.	-46747.	12700.	13845.
PERIODICALS	17	30999.	2500.	207000.	53938.	17	2326.	137.	12410.	3269.
MICROFORM	14	3119.	300.	12000.	3061.	12	-573.	-12000.	3338.	3826.
GOVERNMENT DOCUMENTS	7	1557.	100.	5000.	1520.	6	375.	-500.	1250.	875.
AUDIO - VISUAL	15	8783.	170.	30000.	8406.	14	896.	-1110.	5759.	1751.
OTHER MATERIALS	9	4033.	300.	14000.	3952.	9	1047.	-1761.	2935.	1468.
TOTAL OPERATING	18	349423.	32985.	1637323.	469254.	18	51907.	-7176.	160308.	57440.
SALARIES AND FRINGE BENEFITS	18	312155.	29185.	1520849.	426899.	17	40100.	-6422.	164688.	48217.
AUTOMATED SYSTEMS	1	11000.	11000.	11000.	0.	1	0.	0.	0.	0.
OTHER SUPPORT SERVICES	7	7413.	250.	29000.	10034.	5	-8600.	-35000.	565.	15244.
EQUIPMENT RENTAL	7	4188.	500.	14103.	5893.	4	645.	-2400.	2715.	1888.
COMMUNICATIONS	8	2303.	500.	10743.	3305.	7	-350.	-2340.	205.	926.
SUPPLIES	17	15948.	600.	108384.	25416.	17	579.	-9221.	22878.	6357.
OTHER OPERATING	14	20648.	675.	73799.	24986.	12	6521.	-3558.	35391.	11477.
TOTAL LIBRARY BUDGET	18	484676.	54185.	2229216.	617710.	18	23700.	-364724.	200336.	109786.

137 0 LIBRARIES INDICATING NEW BUILDING INCLUDED IN CAPITAL BUDGET

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
IN LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ADMINISTRATION				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ACQUISITIONS			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	15	15.96%	6.72%	45.58%	9.07	14	14.14%	6.16%	30.02%	7.34
SALARIES AND FRINGE BENEFITS	15	16.60%	7.53%	50.00%	10.10	14	14.96%	6.16%	32.03%	8.01
AUTOMATED SYSTEMS	1	22.73%	22.73%	22.73%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	1	11.29%	11.29%	11.29%	0.0	2	42.63%	35.60%	49.66%	7.03
EQUIPMENT RENTAL	2	65.93%	31.86%	100.00%	34.07	0	0.0 %	0.0 %	0.0 %	0.0
COMMUNICATIONS	4	47.83%	13.59%	100.00%	33.63	2	3.71%	3.26%	4.17%	0.45
SUPPLIES	9	20.75%	0.88%	100.00%	29.44	8	16.81%	2.65%	75.50%	22.48
OTHER OPERATING	8	34.16%	0.27%	100.00%	35.95	5	23.29%	0.02%	91.74%	34.80
TOTAL LIBRARY BUDGET	15	10.28%	5.52%	28.02%	5.30	14	8.88%	4.45%	17.51%	3.67

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VIIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
19 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	14	16.69%	1.87%	41.03%	10.38	13	8.76%	2.97%	20.72%	4.82
SALARIES AND FRINGE BENEFITS	13	18.89%	3.25%	43.78%	10.30	13	8.65%	3.35%	19.97%	4.88
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	3	84.44%	53.33%	100.00%	22.00	0	0.0 %	0.0 %	0.0 %	0.0
EQUIPMENT RENTAL	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
COMMUNICATIONS	2	13.12%	4.02%	22.22%	9.10	2	10.40%	4.13%	16.67%	6.27
SUPPLIES	7	18.47%	2.77%	40.00%	14.33	7	13.39%	1.38%	39.59%	12.89
OTHER OPERATING	3	5.70%	0.41%	14.81%	6.47	6	46.41%	6.53%	100.00%	39.61
TOTAL LIBRARY BUDGET	14	10.61%	0.81%	22.02%	5.53	13	5.91%	1.85%	15.41%	3.67

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
14 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: INTER - LIBRARY LOAN				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: MATERIALS FINISHING				STD DEV
		AVERAGE	LOW	HIGH	AVERAGE			LOW	HIGH			
TOTAL OPERATING	13	2.78%	0.08%	9.32%	2.35	13	3.27%	0.21%	8.99%	2.66		
SALARIES AND FRINGE BENEFITS	13	2.71%	0.07%	10.45%	2.52	12	3.10%	0.63%	6.81%	1.99		
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0		
OTHER SUPPORT SERVICES	1	64.40%	64.40%	64.40%	0.0	1	46.67%	46.67%	46.67%	0.0		
EQUIPMENT RENTAL	1	73.45%	73.45%	73.45%	0.0	0	0.0 %	0.0 %	0.0 %	0.0		
COMMUNICATIONS	3	28.84%	1.56%	76.61%	33.89	1	1.37%	1.37%	1.37%	0.0		
SUPPLIES	7	4.48%	0.13%	12.59%	4.69	8	18.77%	6.60%	41.52%	12.58		
OTHER OPERATING	3	7.71%	3.70%	13.96%	4.48	2	1.99%	0.27%	3.70%	1.72		
TOTAL LIBRARY BUDGET	13	1.87%	0.06%	7.66%	1.83	13	2.20%	0.17%	7.02%	1.80		

ASURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
18 LIBRARIES INCLUDED
A: SERVICES PROVIDED BY REGIONAL LIBRARIES

TYPE OF SERVICE	NUMBER IN THIS STRATUM PROVIDING REGIONAL SERVICE	NUMBER IN THIS STRATUM PROVIDING THIS SERVICE	PERCENT PROVIDING THIS SERVICE
ACQUISITIONS			
1. MAINTAIN STANDING ORDERS	2	0	0.0%
2. PAYMENT PROCESSING	2	0	0.0%
3. COLLECTION DEVELOPMENT	2	0	0.0%
4. CLAIM BACKORDERED ITEMS	2	0	0.0%
5. RETURNS	2	0	0.0%
6. CANCELLATIONS	2	0	0.0%
7. OTHER	2	0	0.0%
CATALOGING			
8. PRODUCE CARD SETS	2	0	0.0%
9. PHYSICAL PROCESSING	2	0	0.0%
10. PROVIDE CATALOGING COPY	2	0	0.0%
11. PRODUCE CATALOGS	2	0	0.0%
12. OTHER	2	0	0.0%
INTER - LIBRARY LOAN			
13. PROVIDE LOCATIONS	2	1	50.0%
14. VERIFICATION	2	2	100.0%
15. ACT AS SWITCHING CENTER	2	1	50.0%
16. OTHER	2	0	0.0%
REFERENCE			
17. DATA BASE SEARCHES	2	0	0.0%
18. REFERRAL SERVICES	2	0	0.0%
19. OTHER	2	1	50.0%
OTHER			
20. MAINTAIN A UNION CATALOG	2	1	50.0%
21. OTHER REGIONAL SERVICES	2	0	0.0%
NONE			
22. NO REGIONAL SERVICES	2	0	0.0%

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
18 LIBRARIES INCLUDED
B: TYPES OF LIBRARIES SUPPORTED

TYPE OF LIBRARY	NUMBER OF LIBRARIES REPORTING	AVERAGE	NUMBER OF LIBRARIES SUPPORTED		STD DEV
			LOW	HIGH	
PUBLIC	2	1.	1.	1.	0.0
ACADEMIC	1	1.	1.	1.	0.0
SCHOOL	1	8.	8.	8.	0.0
SPECIAL	1	1.	1.	1.	0.0
TOTAL	2	6.	1.	11.	5.00

**99. INDICATES 99 OR MORE LIBRARIES SUPPORTED

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
18 LIBRARIES INCLUDED
C: REGIONAL INTERLIBRARY LOAN

REQUESTS	NUMBER OF LIBRARIES REPORTING	AVERAGE	VOLUME DURING THE LAST REPORTING YEAR		STD DEV
			LOW	HIGH	
TOTAL REQUESTS	0	0.	0.	0.	0.
FILED REQUESTS	0	0.	0.	0.	0.
FILL RATE	0	0.%	0.%	0.%	0.0
% FILLED FROM LIBRARY	0	0.%	0.%	0.%	0.0
% FILLED FROM ANOTHER LIBRARY	0	0.%	0.%	0.%	0.0
% FORWARDED TO STATE LIBRARY	0	0.%	0.%	0.%	0.0
% FORWARDED TO LIBRARY OUTSIDE REGION	0	0.%	0.%	0.%	0.0
% FORWARDED TO A BIBLIOGRAPHIC CENTER	0	0.%	0.%	0.%	0.0
% RETURNED TO REQUESTER WITH LOCATION INFORMATION	0	0.%	0.%	0.%	0.0
% RETURNED TO REQUESTER UNFILLED	0	0.%	0.%	0.%	0.0
% UNFILLED	0	0.%	0.%	0.%	0.0

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
18 LIBRARIES INCLUDED
D: REGIONAL CATALOG MAINTENANCE

	NUMBER OF LIBRARIES PROVIDING CATALOG	AVERAGE	CATALOG SIZE, ETC.		STD DEV
			LOW	HIGH	

TYPE OF HOLDINGS					
MONOGRAPHS	0				
SERIALS	1				
OTHER	0				
COMBINED	1				

TITLES	1	943.00	943.00	943.00	0.0
TITLES ADDED	1	93.00	93.00	93.00	0.0
LOCATIONS	1	15.00	15.00	15.00	0.0
LOCATIONS PER TITLE	1	15.00	15.00	15.00	0.0
YEARS IN EXISTENCE	1	7.00	7.00	7.00	0.0

ASURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY

18 LIBRARIES INCLUDED

E: REIMBURSEMENT

0 LIBRARIES RECEIVING REIMBURSEMENT

CHARACTERISTICS OF REIMBURSEMENTS	NUMBER OF LIBRARIES RECEIVING	AVERAGE	AMOUNT LOW	HIGH	STD DEV
GENERAL					
SALARIES FOR HOS STAFF	0	0.0	0.0	0.0	0.0
ANNUAL SUPPLY SUPPLEMENT	0	0.0	0.0	0.0	0.0
ANNUAL EQUIPMENT SUPPLMT	0	0.0	0.0	0.0	0.0
ANNUAL STIPEND	0	0.0	0.0	0.0	0.0
CATALOGING					
PER VOLUME PROCESSED	0	0.0	0.0	0.0	0.0
PER CARD SET	0	0.0	0.0	0.0	0.0
PER ENTRY IN CATALOG	0	0.0	0.0	0.0	0.0
ACQUISITIONS					
PER VOLUME ORDERED	0	0.0	0.0	0.0	0.0
INTER - LIBRARY LOAN					
PER FILLED REQUEST	0	0.0	0.0	0.0	0.0
PER UNFILLED REQUEST	0	0.0	0.0	0.0	0.0
PER REQUEST FOR LOC INFO	0	0.0	0.0	0.0	0.0
OTHER	0	0.0	0.0	0.0	0.0

SOURCE OF REIMBURSEMENT	NUMBER OF LIBRARIES RECEIVING	AVERAGE	PERCENTAGE LOW	HIGH	STD DEV
STATE LIBRARIES	0	0.0 %	0.0 %	0.0 %	0.0
PARTICIPATING LIBRARIES	0	0.0 %	0.0 %	0.0 %	0.0
OTHER	0	0.0 %	0.0 %	0.0 %	0.0

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
1A LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	14	39927.	5936.	244174.	61101.	12	3045.	-1897.	13851.	4063.
SALARIES AND FRINGE BENEFITS	14	32014.	5936.	146343.	38351.	12	2696.	-1942.	10177.	3208.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	2	1145.	89.	2200.	1056.	1	0.	0.	0.	0.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	2	188.	25.	350.	163.	2	6.	-5.	17.	11.
SUPPLIES	8	4712.	170.	30726.	9951.	8	-62.	-517.	250.	293.
OTHER OPERATING	5	13804.	15.	64905.	25597.	4	1370.	-135.	4191.	1996.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
18 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	12	40110.	5028.	230323.	61788.	11	5.20	1.99	7.56	1.99
SALARIES AND FRINGE BENEFITS	12	31648.	5028.	136166.	38306.	11	4.09	1.99	7.41	1.31
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	2	6100.	2200.	10000.	3900.	2	0.32	0.07	1.72	0.59
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
COMMUNICATIONS	2	182.	70.	333.	152.	2	0.02	0.02	0.02	0.00
SUPPLIES	8	4759.	100.	31243.	10115.	8	0.58	0.08	0.97	0.39
OTHER OPERATING	4	15227.	20.	60714.	26262.	4	1.55	0.01	1.89	0.72

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
 1A: LIBRARIES INCLUDED
 1B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	13	0.74	0.15	2.00	0.60	13	12392.	2750.	40111.	10792.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	11	1.47	0.00	4.00	1.11	10	16053.	761.	48380.	13548.
CLERK	10	1.57	0.25	4.50	1.35	9	14691.	1598.	50227.	14933.
STUDENT / PAGE	5	1.07	0.20	1.50	0.52	5	5076.	998.	7950.	2584.
OTHER	1	0.04	0.04	0.04	0.0	1	127.	127.	127.	0.
STAFF PAID BY OUTSIDE SOURCES	2	1.52	0.29	2.75	1.23	0	0.	0.	0.	0.
VOLUNTEER	2	0.52	0.50	0.55	0.03	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	9.63	16729.	11000.	23175.	3058.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	15.13	10610.	5292.	12500.	1390.
CLERK	15.18	8710.	4940.	11412.	2395.
STUDENT / PAGE	5.35	4744.	3427.	5679.	868.
OTHER	0.04	3175.	3175.	3175.	0.

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
18 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	VOLUME THROUGHPUT		PER ACO HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	ACO SAL \$ EXP PER		ANNUAL VOLUME THROUGHPUT	
		AVERAGE	LOW				AVERAGE	LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	9.43	10745.37	3933.33	22000.00	5010.53	12	2.21	0.50	4.77	1.14
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	15.13	6704.68	3736.00	21250.00	2013.85	9	1.65	0.45	3.35	0.84
CLERK	15.68	6043.80	2641.85	10300.00	2480.65	9	1.48	0.52	2.63	0.64
STUDENT / PAGE	5.35	13172.14	5440.00	21470.00	5831.09	5	0.46	0.24	0.90	0.23
OTHER	0.04	42499.99	42499.99	42500.00	0.01	1	0.07	0.07	0.07	0.0
STAFF PAID BY OUTSIDE SOURCES	3.04	4753.29	4636.36	5862.07	360.06	0	0.0	0.0	0.0	0.0
VOLUNTEER	1.05	14420.00	4347.27	25500.00	10564.37	0	0.0	0.0	0.0	0.0
TOTAL	49.72	2477.45	1634.62	5364.00	599.33	14	4.07	2.07	6.29	1.24

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
C: ORDERING PATTERNS
1A LIBRARIES INCLUDED

MATERIAL TYPE AND/OR SOURCE	NUMBER OF LIBRARIES REPORTING	TOTAL THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH	
MONOGRAPH TITLES	16	7166.	368.	31652.	7716.
SERIAL TITLES	13	684.	5.	3283.	1028.
TOTAL TITLES	16	7722.	373.	32205.	8180.
% STANDING ORDER	11	7.8	1.8	27.8	8.3
% APPROVAL PLAN	4	10.8	2.8	30.8	11.8
% ORDER REQUEST	14	84.8	50.8	99.8	15.3
% GIFT/EXCHANGE	12	10.8	1.8	45.8	12.0
% OTHER	2	3.8	1.8	4.8	1.5
YEAR IMPRINT					
% 1975-76	14	64.8	30.8	95.8	19.6
% 1969-74	14	28.8	4.8	65.8	15.6
% PRE1969	13	7.8	1.8	20.8	5.8
BACKFILE AND RETROSPECTIVE					
% SERIAL BACKFILE SUPPLEMENT	9	7.88	1.08	28.08	9.2
% MONOGRAPH RETROSPECTIVE COLLECTION DEVELOPMENT	10	26.18	1.08	98.08	36.4

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
19 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S AVERAGE	LOW	HIGH	EXPENDITURES STD DEV
TOTAL OPERATING	14	54014.	800.	261546.	72705.	13	1826.	-16956.	10493.	6715.
SALARIES AND FRINGE BENEFITS	13	56622.	1872.	261546.	73967.	12	3526.	-3628.	10493.	3719.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	3	3433.	800.	8000.	3242.	2	-16035.	-32000.	-70.	15965.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	2	316.	200.	432.	116.	2	22.	22.	22.	0.
SUPPLIES	7	1246.	200.	3000.	1141.	7	33.	-400.	250.	306.
OTHER OPERATING	3	150.	50.	300.	108.	3	25.	25.	25.	0.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
19 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	13	56422.	5028.	256784.	71680.	11	7.07	2.95	9.14	2.31
SALARIES AND FRINGE BENEFITS	12	56855.	5028.	256784.	74306.	11	6.95	2.84	8.98	2.31
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	2	20785.	1570.	40000.	19215.	1	0.24	0.24	0.24	0.0
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
COMMUNICATIONS	2	305.	200.	410.	105.	2	0.02	0.02	0.03	0.00
SUPPLIES	7	1232.	200.	2750.	1020.	7	0.20	0.08	0.78	0.19
OTHER OPERATING	3	142.	25.	300.	116.	3	0.04	0.01	0.05	0.01

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
IN LIBRARIES INCLUDED
A: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	15	1.74	0.20	7.00	1.89	14	24994.	3050.	96708.	28369.
OTHER PROFESSIONAL	1	2.00	2.00	2.00	0.0	1	13008.	13008.	13008.	0.
LIBRARY ASSISTANT	11	1.89	0.09	7.00	2.02	10	23621.	831.	100017.	29765.
CLERK	11	1.98	0.05	7.00	1.99	9	17112.	1768.	69956.	20106.
STUDENT / PAGE	7	0.97	0.11	1.50	0.50	7	4584.	611.	8518.	2609.
OTHER	1	0.07	0.07	0.07	0.0	1	223.	223.	223.	0.
STAFF PAID BY OUTSIDE SOURCES	6	0.97	0.35	1.50	0.33	0	0.	0.	0.	0.
VOLUNTEER	2	0.72	0.50	0.95	0.22	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	25.76	13544.	6611.	20400.	3150.
OTHER PROFESSIONAL	2.00	6504.	6504.	6504.	0.
LIBRARY ASSISTANT	19.79	11936.	7308.	14288.	2357.
CLERK	20.73	7429.	4738.	9994.	1970.
STUDENT / PAGE	6.76	4746.	3300.	5679.	920.
OTHER	0.07	3186.	3186.	3186.	0.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
18 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TITLE AVERAGE	THROUGHPUT LOW	PER CAT FTE HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	CAT AVERAGE	SAL \$ LOW	ANNUAL PER TITLE HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	25.81	4489.57	2210.00	10981.66	2042.05	12	3.22	1.29	5.88	1.40
OTHER PROFESSIONAL	2.00	819.00	819.00	819.00	0.0	1	7.94	7.94	7.94	0.0
LIBRARY ASSISTANT	20.54	5007.20	3520.00	35179.99	3156.72	9	1.85	0.24	3.28	1.10
CLERK	21.78	4858.99	2380.00	34000.00	3896.43	9	1.69	0.58	2.85	0.68
STUDENT / PAGE	6.76	10631.79	4690.66	30452.00	8562.29	7	0.60	0.18	1.06	0.31
OTHER	0.07	24285.71	24285.71	24285.71	0.00	1	0.13	0.13	0.13	0.0
STAFF PAID BY OUTSIDE SOURCES	5.82	6398.45	1752.58	10102.86	2801.55	0	0.0	0.0	0.0	0.0
VOLUNTEER	1.45	10062.75	2990.53	23500.00	9748.40	0	0.0	0.0	0.0	0.0
TOTAL	84.23	1375.89	655.20	1937.94	329.48	13	6.37	0.98	12.25	2.85

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE IX: CATALOGING DEPARTMENT,
C: CATALOGING PATTERNS
18 LIBRARIES INCLUDED

TYPE OF MATERIAL	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	HIGH	STD DEV
MONOGRAPH TITLES	16	6827.	360.	30452.	7544.1
SERIALS TITLES	9	738.	5.	5793.	1788.7
OTHER TITLES	8	414.	3.	2048.	631.8
TOTAL TITLES	16	7450.	368.	30452.	7919.6
CATALOGING SOURCE					
% LC CAT	12	44.8	10.8	85.8	23.7
% NUC DATA	13	17.8	2.8	60.8	16.6
% CIP DATA	11	11.8	1.8	50.8	13.4
% SECONDARY SOURCE	13	42.8	3.8	90.8	30.0
% ORIG CATALOGING	14	12.8	1.8	35.8	9.5
RELATED DATA					
LAG TIME	15	28.	4.	65.	18.1
BACKLOG	14	1582.	30.	6501.	2076.9
CARDS/RECORD ENTRY FOR:					
MONOGRAPH TITLES	14	6.	5.	8.	1.1
SERIALS TITLES	8	5.	1.	8.	1.9
OTHER TITLES	9	6.	4.	8.	1.3
PROOF SLIP SUBSCRIPTIONS					
15 LIBRARIES RESPONDING					
2 AFFIRMATIVE OR 13.38					
13 NEGATIVE					
0 OTHER RESPONSE					

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE V: INTERLIBRARY LOAN DEPARTMENT
18 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S AVERAGE	OVER LAST YEAR'S LOW	YEAR'S EXPENDITURES HIGH	STD DEV
TOTAL OPERATING	13	8908.	176.	45219.	11656.	12	1725.	-178.	9010.	2659.
SALARIES AND FRINGE BENEFITS	13	8524.	166.	45219.	11800.	12	1701.	-93.	9010.	2660.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	161.	161.	161.	0.	1	15.	15.	15.	0.
EQUIPMENT RENTAL	1	830.	830.	830.	0.	1	500.	500.	500.	0.
COMMUNICATIONS	3	374.	50.	904.	378.	3	-49.	-360.	204.	234.
SUPPLIES	7	185.	10.	720.	230.	7	-50.	-100.	10.	40.
OTHER OPERATING	3	532.	25.	1200.	493.	2	100.	100.	100.	0.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
19 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				STD DEV	NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH				AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	12	7562.	157.	36209.	9671.		12	3.65	0.43	78.04	10.53
SALARIES AND FRINGE BENEFITS	12	7267.	147.	36209.	9814.		12	3.51	0.43	78.04	10.48
AUTOMATED SYSTEMS	0	0.	0.	0.	0.		0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	1	146.	146.	146.	0.		1	0.17	0.17	0.17	0.0
EQUIPMENT RENTAL	1	330.	330.	330.	0.		1	0.48	0.48	0.48	0.0
COMMUNICATIONS	3	423.	160.	700.	221.		3	0.39	0.07	4.38	0.93
SUPPLIES	7	214.	10.	785.	246.		7	0.29	0.02	4.91	0.84
OTHER OPERATING	2	148.	25.	270.	123.		2	0.19	0.03	0.39	0.18

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
18 LIBRARIES INCLUDED
H: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	0.27	0.02	1.00	0.30	9	2223.	150.	6204.	2034.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	6	0.43	0.02	1.00	0.41	6	6699.	132.	21466.	7951.
CLERK	7	0.42	0.10	0.75	0.22	7	4490.	570.	15123.	4603.
STUDENT / PAGE	4	0.45	0.10	1.00	0.34	4	2021.	556.	3427.	1027.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	3	1.75	0.24	4.00	1.62	0	0.	0.	0.	0.
VOLUNTEER	2	0.63	0.25	1.00	0.38	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	1.67	11946.	8128.	18420.	3491.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	1.57	11927.	6600.	13271.	2015.
CLERK	2.91	10801.	5520.	20164.	5623.
STUDENT / PAGE	1.80	4491.	3427.	6097.	1198.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
18 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	REQUEST AVERAGE	LOW	PER ILL HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	ILL AVERAGE	SAL \$ LOW	EXP PER REQUEST HIGH	STD DEV
PROFESSIONAL LIBRARIAN	2.57	5960.38	133.00	42200.00	8929.32	8	5.89	0.21	23.77	7.75
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	2.32	2810.77	133.00	8000.00	2722.40	5	12.71	0.82	46.26	17.24
CLERK	2.91	4318.55	618.67	11500.00	3941.41	7	7.21	0.68	32.59	10.69
STUDENT / PAGE	1.80	5287.22	464.00	19166.66	6746.83	4	2.34	0.32	7.39	2.92
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	5.24	2238.93	116.00	10578.00	4090.21	0	0.0	0.0	0.0	0.0
VOLUNTEER	1.25	1046.40	464.00	3376.00	1164.80	0	0.0	0.0	0.0	0.0
TOTAL	16.09	1531.53	64.50	8000.00	2141.27	13	13.12	0.43	86.24	23.27

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
C: VOLUME OF BORROWING REQUESTS

BORROWING REQUESTS		NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUME HIGH	STD DEV
TOTAL	REQUESTS	15	724.	40.	3366.	935.
NUMBER	FILLED	15	478.	36.	2071.	580.
FILL	RATE	14	73.8%	50.9%	93.1%	14.9%
% FILLED	LOCALLY	13	36.4%	1.0%	85.0%	33.2%
% FILLED	IN STATE	15	87.7%	30.0%	99.0%	17.8%

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT

19 LIBRARIES INCLUDED

D: NUMBER OF INSTITUTIONS QUERIED

STRATA	LIBRARIES REPORTING TOTAL	THIS STRATA	PERCENT
1.0-1.4	15	6.	40.0%
1.5-1.9	15	5.	33.3%
2.0-2.4	15	3.	20.0%
2.5-2.9	15	0.	0.0%
3.0-3.4	15	1.	6.7%
3.5-3.9	15	0.	0.0%
4.0-4.4	15	0.	0.0%
4.5-4.9	15	0.	0.0%
5.0-5.4	15	0.	0.0%
MODE	1.0-1.4		
AVERAGE	1.5		

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
18 LIBRARIES INCLUDED
E: TIME REQUIRED TO FILL A REQUEST

SOURCE	NUMBER OF LIBRARIES REPORTING	AVERAGE DAYS		HIGH	STD DEV
		AVERAGE	LOW		
THROUGH A BIB CENTER	9	16.	3.	30.	9.
FROM A LIBRARY LOCALLY	15	4.	1.	10.	2.
ELSEWHERE IN STATE	15	9.	3.	21.	5.
ADJOINING STATES	10	13.	7.	22.	5.
ELSEWHERE	6	18.	7.	21.	5.
OVERALL	15	10.	4.	18.	5.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
18 LIBRARIES INCLUDED
F: VERIFICATION

11 LIBRARIES OF 16 LIBRARIES RESPONDING NORMALLY VERIFY BORROWING REQUESTS
OR 68.8%

5 LIBRARIES OF 15 LIBRARIES RESPONDING NORMALLY VERIFY LENDING REQUESTS
OR 33.3%

A: SURVEY OF 100 LIBRARIES. OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
18 LIBRARIES INCLUDED
G: FREQUENCY OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LARGE	ACADEMIC	2	4	2.	1.	3.	1.	6.	4.	8.	2.
LIBRARY											
STATE	LIBRARY	3	3	1.	1.	1.	0.	2.	1.	2.	0.
LARGE	PUBLIC	1	2	2.	2.	2.	0.	3.	2.	3.	1.
LIBRARY											
OTHER	REGIONAL	4	4	1.	1.	1.	0.	3.	1.	5.	2.
LIBRARY											
OTHER	ACADEMIC	10	46	5.	1.	10.	3.	5.	1.	10.	3.
LIBRARY											
OTHER	PUBLIC	6	10	2.	1.	3.	1.	5.	1.	9.	3.
LIBRARY											
BIBLIOGRAPHIC		1	1	1.	1.	1.	0.	1.	1.	1.	0.
CENTER											
SPECIAL	LIBRARY	1	1	1.	1.	1.	0.	3.	3.	3.	0.
OTHER	LIBRARY	5	8	2.	1.	4.	1.	2.	1.	5.	1.

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
H: FREQUENCY OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LARGE ACADEMIC LIBRARY		9	21	2.	1.	4.	1.	6.	2.	10.	3.
STATE LIBRARY		11	12	1.	1.	2.	0.	5.	1.	9.	3.
LARGE PUBLIC LIBRARY		0	0	0.	0.	0.	0.	0.	0.	0.	0.
OTHER REGIONAL LIBRARY		2	2	1.	1.	1.	0.	5.	1.	9.	4.
OTHER ACADEMIC LIBRARY		14	52	4.	1.	9.	2.	6.	1.	10.	3.
OTHER PUBLIC LIBRARY		2	2	1.	1.	1.	0.	6.	3.	9.	3.
BIBLIOGRAPHIC CENTER		6	6	1.	1.	1.	0.	3.	1.	5.	1.
SPECIAL LIBRARY		2	2	1.	1.	1.	0.	6.	3.	8.	3.
OTHER LIBRARY		2	6	3.	2.	4.	1.	5.	2.	8.	2.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
1: LOCATION OF BORROWERS TABLE

STRATA	NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
			AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL LIBRARY	10	27	3.	1.	5.	1.	3.	1.	9.	2.
ELSEWHERE IN STATE	10	43	4.	2.	10.	3.	5.	1.	10.	3.
ADJOINING STATES	2	4	2.	1.	3.	1.	5.	1.	9.	3.
OTHER WESTERN STATES	2	5	3.	1.	4.	2.	5.	3.	8.	2.
OTHER EASTERN STATES	0	0	0.	0.	0.	0.	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
18 LIBRARIES INCLUDED
J: LOCATION OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	13	33	3.	1.	6.	2.	4.	1.	9.	3.
ELSEWHERE		15	50	3.	1.	8.	2.	4.	1.	10.	3.
	IN STATE										
ADJOINING	STATES	8	13	2.	1.	4.	1.	5.	2.	10.	3.
OTHER	WESTERN	2	3	2.	1.	2.	1.	6.	5.	9.	2.
	STATES										
OTHER	EASTERN	3	4	1.	1.	2.	0.	7.	4.	10.	2.
	STATES										

TABLE X: INTERLIBRARY LOAN DEPARTMENT
X: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	16	197.	6.	609.	191.	100.0%	100.0%	100.0%	0.0
PERIODICALS	15	215.	6.	850.	285.	100.0%	100.0%	100.0%	0.0
MICROFORMS	8	56.	1.	400.	130.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	5	6.	1.	17.	6.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	8	54.	1.	400.	131.	100.0%	100.0%	100.0%	0.0
OTHER	1	3.	3.	3.	0.	100.0%	100.0%	100.0%	0.0
TOTAL	16	455.	36.	2071.	568.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
PERIODICALS	14	211.	2.	850.	287.	82.4%	24.7%	100.0%	28.2
MICROFORMS	1	9.	9.	9.	0.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	1	1.	1.	1.	0.	50.0%	50.0%	50.0%	0.0
GOVERNMENT DOCUMENTS	2	2.	1.	2.	1.	75.0%	50.0%	100.0%	25.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	14	212.	3.	850.	287.	34.3%	2.1%	87.0%	25.6

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	16	197.	6.	609.	191.	100.0%	100.0%	100.0%	0.0
PERIODICALS	6	45.	3.	151.	52.	57.8%	6.0%	100.0%	30.0
MICROFORMS	7	62.	1.	400.	138.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	5	5.	1.	17.	6.	90.0%	50.0%	100.0%	20.0
GOVERNMENT DOCUMENTS	7	61.	1.	400.	139.	92.9%	50.0%	100.0%	17.5
OTHER	1	3.	3.	3.	0.	100.0%	100.0%	100.0%	0.0
TOTAL	16	270.	6.	1446.	347.	70.0%	13.0%	100.0%	26.5

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
19 LIBRARIES INCLUDED
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	1	2.	2.	2.	0.	50.0%	50.0%	50.0%	0.0
PERIODICALS	11	333.	4.	1875.	549.	95.4%	53.3%	100.0%	13.4
MICROFORMS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
AUDIO/VISUAL	1	3.	3.	3.	0.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	13	282.	2.	1875.	519.	46.8%	2.1%	83.3%	19.8

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	14	292.	2.	2255.	584.	96.4%	50.0%	100.0%	12.9
PERIODICALS	4	22.	4.	65.	25.	62.5%	3.5%	100.0%	40.4
MICROFORMS	4	26.	1.	100.	43.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	2	11.	2.	20.	9.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	15	287.	2.	2255.	574.	59.5%	16.7%	100.0%	24.3

TABLE X: INTERLIBRARY LOAN DEPARTMENT
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	14	293.	2.	2255.	584.	100.0%	100.0%	100.0%	0.0
PERIODICALS	13	288.	4.	1875.	516.	100.0%	100.0%	100.0%	0.0
MICROFORMS	4	26.	1.	100.	43.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	1	3.	3.	3.	0.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	2	11.	2.	20.	9.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	15	531.	3.	4130.	1056.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
19 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	15	46317.	6346.	187480.	53125.	14	6558.	-8339.	37751.	10881.
SALARIES AND FRINGE BENEFITS	15	42020.	6046.	183130.	49439.	13	4099.	-8397.	19351.	6824.
AUTOMATED SYSTEMS	1	2500.	2500.	2500.	0.	1	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	500.	500.	500.	0.	1	200.	200.	200.	0.
EQUIPMENT RENTAL	2	951.	500.	1402.	451.	1	858.	858.	858.	0.
COMMUNICATIONS	4	1341.	278.	3300.	1226.	4	9.	-50.	73.	50.
SUPPLIES	9	4636.	100.	19067.	7212.	9	-829.	-3458.	1729.	1724.
OTHER OPERATING	8	1558.	200.	3538.	1197.	7	217.	-1105.	1312.	884.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
19 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES			STD DEV
		AVERAGE	LOW	HIGH	
TOTAL OPERATING	14	42393.	2500.	170460.	50882.
SALARIES AND FRINGE BENEFITS	13	40820.	5468.	163779.	47251.
AUTOMATED SYSTEMS	1	2500.	2500.	2500.	0.
OTHER SUPPORT SERVICES	1	300.	300.	300.	0.
EQUIPMENT RENTAL	1	544.	544.	544.	0.
COMMUNICATIONS	4	1334.	275.	3300.	1215.
SUPPLIES	9	5097.	100.	19025.	6707.
OTHER OPERATING	7	1185.	200.	2455.	815.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
1A: LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	16	1.14	0.20	4.00	0.93	15	27130.	3050.	110872.	27650.
OTHER PROFESSIONAL	3	0.90	0.20	1.50	0.54	3	12819.	4095.	19085.	6362.
LIBRARY ASSISTANT	3	0.35	0.25	0.50	0.11	3	3411.	2471.	4836.	1025.
CLERK	7	1.45	0.00	4.00	1.46	7	15410.	544.	47384.	16908.
STUDENT / PAGE	1	1.00	1.00	1.00	0.0	1	5789.	5789.	5789.	0.
OTHER	2	1.00	1.00	1.00	0.0	1	9708.	9708.	9708.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	17.22	23632.	11472.	30456.	5624.
OTHER PROFESSIONAL	2.70	14243.	12723.	20475.	2134.
LIBRARY ASSISTANT	1.05	9745.	9672.	9884.	85.
CLERK	10.18	10596.	5520.	11846.	1366.
STUDENT / PAGE	1.00	5789.	5789.	5789.	0.
OTHER	1.00	9708.	9708.	9708.	0.

A: SURVEY OF 100 LIBRARIES, OTHER ACADEMIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
1A LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TOTAL LIBRARY FTE		PER ADM FTE		NUMBER OF LIBRARIES REPORTING	ADM SAL & EXP		ANNUAL PER TOTAL LIBRARY FTE	
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	14.22	29.15	3.00	51.05	12.96	15	1239.76	340.75	4633.33	1017.45
OTHER PROFESSIONAL	2.70	89.85	30.00	102.10	17.91	3	324.67	141.90	682.50	253.04
LIBRARY ASSISTANT	1.05	30.48	8.00	61.67	20.61	3	604.71	158.11	1235.50	458.72
CLERK	10.18	37.46	25.30	101.00	16.42	7	205.54	54.65	404.82	133.93
STUDENT / PAGE	1.00	134.50	134.50	134.50	0.0	1	43.04	43.04	43.04	0.0
OTHER	2.00	35.97	21.35	50.60	14.63	1	191.86	191.86	191.86	0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	35.15	15.28	3.00	51.00	8.00	16	1441.14	395.41	4633.33	1045.65

LARGE PUBLIC LIBRARY

STRATUM

203

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE 1: HOLDINGS DISTRIBUTION
11 LIBRARIES INCLUDED

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	TITLES		STD DEV	GROWTH	NUMBER OF LIBRARIES REPORTING	VOLUMES		STD DEV	GROWTH
		AVERAGE	LOW HIGH				AVERAGE	LOW HIGH		
BOOKSTOCK	11	309917	149100 634920	157223.	0.04	11	1513382	566339 4800000	1084925.	0.04
BOUND PERIODICALS	8	1981	1 6000	2053.	0.03	6	37608	14 96300	32105.	0.04
MICROFORM BOOKS	5	313	1 1500	593.	0.24	0	0	0 0	0.	0.0
MICROFORM PERIODICALS	9	13481	12 90249	27619.	0.13	0	0	0 0	0.	0.0
PRINTED GOVERNMENT DOCUMENTS	6	416307	8980 1032000	377833.	0.05	0	0	0 0	0.	0.0
AUDIO / VISUAL MATERIALS	9	31071	15000 73360	19776.	0.12	0	0	0 0	0.	0.0
OTHER	6	58437	9221 198563	66623.	0.08	0	0	0 0	0.	0.0

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	VOLUME TO TITLE RATIO		STD DEV
		AVERAGE	LOW HIGH	
BOOKSTOCK	11	4.85:1	2.94:1 7.56:1	1.49
BOUND PERIODICALS	4	24.26:1	14.00:1 34.14:1	7.33

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE II: STAFFING DISTRIBUTION, ENTIRE LIBRARY
11 LIBRARIES INCLUDED

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	11	105.99	30.51	375.50	90.59	11	1597508.	459462.	6480127.	1600211.
OTHER PROFESSIONAL	10	9.15	1.00	49.50	14.38	10	114660.	14896.	521893.	152320.
LIBRARY ASSISTANT	11	95.78	7.00	720.50	198.24	11	857170.	75292.	5890028.	1605182.
CLERK	10	85.28	26.00	147.48	42.68	10	685093.	214308.	1270249.	356907.
STUDENT / PAGE	10	75.78	12.50	54.80	13.88	10	231384.	70575.	385422.	119055.
OTHER	9	14.70	2.00	44.90	14.17	9	114200.	16062.	284106.	98316.
STAFF PAID BY OUTSIDE SOURCES	10	51.22	1.00	266.00	77.32	0	0.	0.	0.	0.
VOLUNTEER	5	1.42	0.50	2.12	0.76	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE			NUMBER OF LIBRARIES REPORTING	AVERAGE	FRINGE BENEFIT RATES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	1165.85	15073.	13000.	17257.	1583.	11	20.30%	15.60%	26.00%	3.11
OTHER PROFESSIONAL	91.50	12531.	10543.	20509.	2462.	11	20.45%	15.60%	26.80%	3.36
LIBRARY ASSISTANT	1053.55	8950.	8175.	13173.	1463.	11	20.49%	15.60%	27.90%	3.59
CLERK	852.84	8033.	6436.	10456.	839.	11	21.68%	15.60%	34.00%	5.42
STUDENT / PAGE	357.84	6466.	3964.	8565.	1188.	7	15.80%	0.16%	34.00%	11.22
OTHER	132.33	7767.	6158.	10896.	1441.	9	20.76%	15.60%	34.00%	5.38

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 4 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	0	0	0.	0.	0.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	20000.	20000.	20000.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	3	1	20000.	20000.	20000.	0.
4. PRODUCING ORDERS FOR MATERIALS	3	1	16000.	16000.	16000.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	3	1	16000.	16000.	16000.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	3	1	16000.	16000.	16000.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	4	1	14400.	14400.	14400.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	3	1	14400.	14400.	14400.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	2	1	14400.	14400.	14400.	0.
10. OTHER ACQUISITION PRODUCTS	4	1	13950.	13950.	13950.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	5	2	10400.	6400.	14400.	4000.
13. PRODUCING CATALOGING COPY	6	3	6800.	1000.	14400.	5617.
14. PRODUCTION OF CATALOG CARDS	2	2	25392.	10784.	40000.	14608.
15. PRODUCTION OF BOOK CATALOG	4	2	49.	4.	93.	45.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	2	2	40500.	1000.	80000.	39500.
18. CATALOG AUTHORITY CONTROL	0	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	1	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	1	260.	260.	260.	0.
24. LOCATING HOLDING LIBRARIES	2	1	7200.	7200.	7200.	0.
25. COMMUNICATING REQUESTS TO LIBRARIES	2	1	780.	780.	780.	0.
26. MONITORING STATUS OF ILL REQUESTS	2	1	52.	52.	52.	0.
27. PAYING FOR ILL SERVICES	0	0	0.	0.	0.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	2	1	2080.	2080.	2080.	0.
29. MONITORING THE STATUS OF LOANS	2	1	52.	52.	52.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	1	1	26.	26.	26.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	2	1	520.	520.	520.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	0	0.	0.	0.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	3	0	0.	0.	0.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	2	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	2	0	0.	0.	0.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	0	0.	0.	0.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	2	1	1180.	1180.	1180.	0.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT

11 LIBRARIES INCLUDED

3 LIBRARIES USING NO OUTSIDE SUPPORT

8 LIBRARIES USING OUTSIDE SUPPORT

0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	2	1	99999.	99999.	99999.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	0	0.	0.	0.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	2	1	99999.	99999.	99999.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	1	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	2	1	52.	52.	52.	0.
48. PRODUCING CIRCULATION COST STATISTICS	1	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	1	1	52.	52.	52.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	2	1	800.	800.	800.	0.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	2	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	2	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	1	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	1	1	216.	216.	216.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 4 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	0	0	0.	0.	0.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	0	0.	0.	0.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED (i.e., they are backordered)	3	2	37500.	32000.	43000.	5500.
4. PRODUCING ORDERS FOR MATERIALS	3	0	0.	0.	0.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	3	0	0.	0.	0.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	3	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	4	0	0.	0.	0.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	3	0	0.	0.	0.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	2	0	0.	0.	0.	0.
10. OTHER ACQUISITION PRODUCTS	4	1	103000.	103000.	103000.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	5	3	3106.	400.	6350.	2459.
13. PRODUCING CATALOGING COPY	6	3	3084.	790.	6350.	2371.
14. PRODUCTION OF CATALOG CARDS	2	2	12079.	2157.	22000.	9922.
15. PRODUCTION OF BOOK CATALOG	4	2	22760.	17519.	28000.	5241.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	2	0	0.	0.	0.	0.
18. CATALOG AUTHORITY CONTROL	0	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	1	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST,\$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	2	635.	229.	1040.	406.
24. LOCATING HOLDING LIBRARIES	2	0	0.	0.	0.	0.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	2	1	3120.	3120.	3120.	0.
26. MONITORING STATUS OF ILL REQUESTS	2	1	208.	208.	208.	0.
27. PAYING FOR ILL SERVICES	0	0	0.	0.	0.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	2	1	8320.	8320.	8320.	0.
29. MONITORING THE STATUS OF LOANS	2	1	208.	208.	208.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	1	1	104.	104.	104.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	2	2	5607.	2080.	9126.	3523.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	0	0.	0.	0.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	3	0	0.	0.	0.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	2	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	2	0	0.	0.	0.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	0	0.	0.	0.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	2	1	35000.	35000.	35000.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	2	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	0	0.	0.	0.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	2	0	0.	0.	0.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	1	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	2	1	242.	242.	242.	0.
48. PRODUCING CIRCULATION COST STATISTICS	1	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	1	1	242.	242.	242.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	2	0	0.	0.	0.	0.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	2	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	2	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	1	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	1	0	0.	0.	0.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$		STD DEV
				LOW	HIGH	
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	0	0	0.0	0.0	0.0	0.0
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	0	0.0	0.0	0.0	0.0
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	3	0	0.0	0.0	0.0	0.0
4. PRODUCING ORDERS FOR MATERIALS	3	0	0.0	0.0	0.0	0.0
5. PRODUCING CLAIM/CANCEL NOTICES	3	0	0.0	0.0	0.0	0.0
6. ENCUMBRANCE OF BUDGETED FUNDS	3	0	0.0	0.0	0.0	0.0
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	4	0	0.0	0.0	0.0	0.0
8. PRODUCING LISTS OF NEW ACQUISITIONS	3	0	0.0	0.0	0.0	0.0
9. PERIODIC STATISTICS ON ACQUISITIONS	2	0	0.0	0.0	0.0	0.0
10. OTHER ACQUISITION PRODUCTS	4	1	7.38	7.38	7.38	0.0
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.0	0.0	0.0	0.0
12. SEARCHING FOR CATALOGING DATA	5	1	0.44	0.44	0.44	0.0
13. PRODUCING CATALOGING COPY	6	2	0.62	0.44	0.79	0.17
14. PRODUCTION OF CATALOG CARDS	2	2	0.38	0.20	0.55	0.17
15. PRODUCTION OF BOOK CATALOG	4	1	4379.75	4379.75	4379.75	0.0
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.0	0.0	0.0	0.0
17. PRODUCTION OF SHELF PREPARATION MATERIALS	2	0	0.0	0.0	0.0	0.0
18. CATALOG AUTHORITY CONTROL	0	0	0.0	0.0	0.0	0.0
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.0	0.0	0.0	0.0
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.0	0.0	0.0	0.0
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.0	0.0	0.0	0.0
22. OTHER CATALOGING PRODUCTS	1	0	0.0	0.0	0.0	0.0

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST LOW	PER VOLUME, \$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	1	4.00	4.00	4.00	0.0
24. LOCATING HOLDING LIBRARIES	2	0	0.0	0.0	0.0	0.0
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	2	1	4.00	4.00	4.00	0.0
26. MONITORING STATUS OF ILL REQUESTS	2	1	4.00	4.00	4.00	0.0
27. PAYING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	2	1	4.00	4.00	4.00	0.0
29. MONITORING THE STATUS OF LOANS	2	1	4.00	4.00	4.00	0.0
30. BILLING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
31. PERIODIC ILL STATISTICS	1	1	4.00	4.00	4.00	0.0
32. OTHER ILL PRODUCTS (SPECIFY)	2	1	4.00	4.00	4.00	0.0
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	0	0.0	0.0	0.0	0.0
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	0	0.0	0.0	0.0	0.0
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	3	0	0.0	0.0	0.0	0.0
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	2	0	0.0	0.0	0.0	0.0
37. SERIALS CHECK-IN OF ISSUES	2	0	0.0	0.0	0.0	0.0
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	0	0.0	0.0	0.0	0.0
39. OTHER SERIALS-ORIENTED PRODUCTS	2	0	0.0	0.0	0.0	0.0

TABLE III: PROCESSING AND REFERENCE SUPPORT
 11 LIBRARIES INCLUDED
 3 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$ LOW	HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	2	0	0.0	0.0	0.0	0.0
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.0	0.0	0.0	0.0
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	0	0.0	0.0	0.0	0.0
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	0	0.0	0.0	0.0	0.0
44. NOTIFYING USERS OF OVERDUE MATERIALS	2	0	0.0	0.0	0.0	0.0
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	0	0.0	0.0	0.0	0.0
46. BILLING USERS FOR OVERDUE MATERIALS	1	0	0.0	0.0	0.0	0.0
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	2	1	4.65	4.65	4.65	0.0
48. PRODUCING CIRCULATION COST STATISTICS	1	0	0.0	0.0	0.0	0.0
49. OTHER CIRCULATION PRODUCTS	1	1	4.65	4.65	4.65	0.0
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	2	0	0.0	0.0	0.0	0.0
51. PERIODIC, ON-GOING SEARCHES	0	0	0.0	0.0	0.0	0.0
52. PRODUCING PRINTED CITATIONS	2	0	0.0	0.0	0.0	0.0
53. BILLING FOR DATA BASE SERVICES	2	0	0.0	0.0	0.0	0.0
54. PRODUCTION OF USE STATISTICS	1	0	0.0	0.0	0.0	0.0
55. PRODUCTION OF COST STATISTICS	0	0	0.0	0.0	0.0	0.0
56. OTHER REFERENCE PRODUCTS (SPECIFY)	1	0	0.0	0.0	0.0	0.0
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0	0	0.0	0.0	0.0	0.0

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE IV: UNIQUE COMPUTER SUPPORT
11 LIBRARIES INCLUDED

SYSTEM FUNCTION	NUMBER OF LIBRARIES REPORTING	COST OF DEVELOPMENT				NUMBER OF LIBRARIES REPORTING	COST OF ANNUAL MAINTENANCE			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
CIRCULATION	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACQUISITIONS	0	0.	0.	0.	0.	3	27495.	20485.	32000.	5024.
INTER - LIBRARY LOAN	0	0.	0.	0.	0.	0	0.	0.	0.	0.
SERIALS	2	14000.	3000.	25000.	11000.	2	18000.	1000.	35000.	17000.
INVENTORY CONTROL	0	0.	0.	0.	0.	1	20485.	20485.	20485.	0.
CATALOGING	0	0.	0.	0.	0.	3	28117.	6350.	50000.	17820.
PROCESSING	0	0.	0.	0.	0.	1	6828.	6828.	6828.	0.
ACCOUNTING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

TABLE V: EQUIPMENT AND COMMUNICATIONS COSTS
11 LIBRARIES INCLUDED

EQUIPMENT CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	ANNUAL COSTS HIGH	STD DEV
1. COPYING	6	25386.	4213.	106000.	36160.
2. TELEX	0	0.	0.	0.	0.
3. TELETYPE, TWX	3	9251.	1800.	23000.	9734.
4. DATATEL	0	0.	0.	0.	0.
5. OTHER TELETYPE SERVICE	0	0.	0.	0.	0.
6. FAX	1	739.	739.	739.	0.
7. DATAPHONE	0	0.	0.	0.	0.
8. CRT	0	0.	0.	0.	0.
9. LINE CHARGES TO COMPUTER	0	0.	0.	0.	0.
10. TELEPHONE OTHER THAN ABOVE	8	17339.	1500.	33606.	11017.
11. OTHER COMMUNICATIONS COSTS	1	13689.	13689.	13689.	0.
12. TOTAL	8	41650.	15000.	130500.	34974.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VI: BUDGET AND EXPENDITURE PATTERNS,
11 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL LIBRARY LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S AVERAGE	LOW	HIGH	EXPENDITURES STD DEV
CAPITAL EXPENDITURE	7	402192.	300.	1247735.	494548.	7	-154899.	-1681100.	1083444.	749031.
TOTAL MATERIALS	10	873091.	476000.	2520082.	578061.	10	58059.	-101238.	458050.	157103.
BOOKSTOCK	7	551412.	400000.	867455.	170041.	7	-57686.	-219055.	74609.	92955.
PERIODICALS	7	87319.	22000.	154900.	46869.	6	7397.	-16577.	40517.	19270.
MICROFORM	3	3967.	2900.	6000.	1438.	2	1293.	1185.	1400.	108.
GOVERNMENT DOCUMENTS	1	5000.	5000.	5000.	0.	1	2106.	2106.	2106.	0.
AUDIO - VISUAL	7	27866.	5500.	51192.	12997.	6	-7305.	-42478.	14900.	19050.
OTHER MATERIALS	2	15386.	7642.	23129.	7744.	1	3864.	3864.	3864.	0.
TOTAL OPERATING	10	5638340.	2978300.	19619216.	4737812.	10	546137.	-32583.	1787200.	498170.
SALARIES AND FRINGE BENEFITS	10	4451833.	2244700.	14878199.	3559580.	10	352070.	-23695.	1203736.	344363.
AUTOMATED SYSTEMS	6	230079.	7000.	1163265.	418633.	5	60891.	-9475.	248359.	96799.
OTHER SUPPORT SERVICES	5	661126.	8912.	2584458.	978761.	5	59307.	-142150.	292944.	142042.
EQUIPMENT RENTAL	8	24864.	2848.	111600.	33701.	7	5571.	-11282.	38400.	15396.
COMMUNICATIONS	10	66324.	12700.	430971.	122061.	9	8156.	-9000.	56911.	17813.
SUPPLIES	9	93093.	22140.	160684.	44441.	8	32722.	4500.	109967.	36010.
OTHER OPERATING	9	608779.	226160.	1916393.	499901.	9	100153.	-120442.	489799.	184013.
TOTAL LIBRARY BUDGET	10	6792964.	3743101.	22139296.	5189381.	10	489363.	-1412300.	2245248.	954937.

1 LIBRARIES INDICATING NEW BUILDING INCLUDED IN CAPITAL BUDGET

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
11 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ADMINISTRATION				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ACQUISITIONS				STD DEV
		AVERAGE	LOW	HIGH				AVERAGE	LOW	HIGH		
TOTAL OPERATING	10	8.16%	4.73%	15.17%	2.92		7	2.40%	0.80%	5.97%		1.67
SALARIES AND FRINGE BENEFITS	10	8.43%	5.33%	12.79%	2.09		7	2.59%	0.89%	5.36%		1.48
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0		0	0.0 %	0.0 %	0.0 %		0.0
OTHER SUPPORT SERVICES	2	2.81%	0.90%	4.73%	1.92		1	0.46%	0.46%	0.46%		0.0
EQUIPMENT RENTAL	2	5.20%	5.13%	5.28%	0.08		1	2.64%	2.64%	2.64%		0.0
COMMUNICATIONS	6	42.40%	3.97%	100.00%	41.17		2	1.07%	0.82%	1.32%		0.25
SUPPLIES	6	29.73%	6.76%	100.00%	32.72		3	2.95%	0.73%	5.43%		1.93
OTHER OPERATING	6	11.40%	2.53%	38.38%	12.72		3	7.09%	1.10%	19.02%		8.44
TOTAL LIBRARY BUDGET	10	6.55%	4.16%	12.52%	2.37		7	1.98%	0.66%	4.69%		1.29

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
11 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:			
		AVERAGE	CATALOGING LOW	HIGH	STD DEV		AVERAGE	SERIALS LOW	HIGH	STD DEV
TOTAL OPERATING	7	5.80%	1.59%	8.44%	2.35	4	1.39%	0.51%	2.33%	0.76
SALARIES AND FRINGE BENEFITS	7	5.21%	2.54%	7.25%	1.44	4	1.60%	0.60%	2.80%	0.90
AUTOMATED SYSTEMS	2	100.00%	100.00%	100.00%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	3	36.94%	0.62%	100.00%	44.76	0	0.0 %	0.0 %	0.0 %	0.0
EQUIPMENT RENTAL	1	34.04%	34.04%	34.04%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
COMMUNICATIONS	2	1.52%	0.39%	2.65%	1.13	0	0.0 %	0.0 %	0.0 %	0.0
SUPPLIES	3	6.54%	2.84%	13.51%	4.93	0	0.0 %	0.0 %	0.0 %	0.0
OTHER OPERATING	3	1.09%	0.34%	2.53%	1.01	0	0.0 %	0.0 %	0.0 %	0.0
TOTAL LIBRARY BUDGET	7	4.82%	1.36%	6.91%	1.83	4	1.18%	0.40%	2.07%	0.68

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
11 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: INTER - LIBRARY LOAN				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: MATERIALS FINISHING				STD DEV
		AVERAGE	LOW	HIGH				AVERAGE	LOW	HIGH		
TOTAL OPERATING	4	0.88%	0.43%	1.57%	0.45		7	2.12%	1.39%	3.36%	0.64	
SALARIES AND FRINGE BENEFITS	4	0.86%	0.57%	1.15%	0.25		7	2.46%	1.55%	3.78%	0.72	
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0		0	0.0 %	0.0 %	0.0 %	0.0	
OTHER SUPPORT SERVICES	0	0.0 %	0.0 %	0.0 %	0.0		1	0.07%	0.07%	0.07%	0.0	
EQUIPMENT RENTAL	1	2.64%	2.64%	2.64%	0.0		1	2.64%	2.64%	2.64%	0.0	
COMMUNICATIONS	2	30.00%	0.39%	59.60%	29.61		1	0.53%	0.53%	0.53%	0.0	
SUPPLIES	1	2.70%	2.70%	2.70%	0.0		3	15.79%	3.02%	36.23%	14.61	
OTHER OPERATING	1	0.43%	0.43%	0.43%	0.0		1	1.45%	1.45%	1.45%	0.0	
TOTAL LIBRARY BUDGET	4	0.75%	0.35%	1.38%	0.40		7	1.77%	1.15%	2.64%	0.50	

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
11 LIBRARIES INCLUDED

A: SERVICES PROVIDED BY REGIONAL LIBRARIES

TYPE OF SERVICE	NUMBER IN THIS STRATUM PROVIDING REGIONAL SERVICE	NUMBER IN THIS STRATUM PROVIDING THIS SERVICE	PERCENT PROVIDING THIS SERVICE
ACQUISITIONS			
1. MAINTAIN STANDING ORDERS	8	2	25.0%
2. PAYMENT PROCESSING	8	2	25.0%
3. COLLECTION DEVELOPMENT	8	1	12.5%
4. CLAIM BACKORDERED ITEMS	8	2	25.0%
5. RETURNS	8	2	25.0%
6. CANCELLATIONS	8	2	25.0%
7. OTHER	8	2	25.0%
CATALOGING			
8. PRODUCE CARD SETS	8	0	0.0%
9. PHYSICAL PROCESSING	8	2	25.0%
10. PROVIDE CATALOGING COPY	8	0	0.0%
11. PRODUCE CATALOGS	8	2	25.0%
12. OTHER	8	1	12.5%
INTER - LIBRARY LOAN			
13. PROVIDE LOCATIONS	8	7	87.5%
14. VERIFICATION	8	5	62.5%
15. ACT AS SWITCHING CENTER	8	6	75.0%
16. OTHER	8	6	75.0%
REFERENCE			
17. DATA BASE SEARCHES	8	2	25.0%
18. REFERRAL SERVICES	8	7	87.5%
19. OTHER	8	6	75.0%
OTHER			
20. MAINTAIN A UNION CATALOG	8	3	37.5%
21. OTHER REGIONAL SERVICES	8	4	50.0%
NONE			
22. NO REGIONAL SERVICES	8	0	0.0%

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

YABLE VII: REGIONAL LIBRARY SUMMARY

11 LIBRARIES INCLUDED

B: TYPES OF LIBRARIES SUPPORTED

TYPE OF LIBRARY	NUMBER OF LIBRARIES REPORTING	AVERAGE	NUMBER OF LIBRARIES SUPPORTED		STD DEV
			LOW	HIGH	
PUBLIC	8	30.	5.	85.	24.19
ACADEMIC	5	8.	5.	15.	3.54
SCHOOL	4	10.	1.	31.	12.27
SPECIAL	5	37.	1.	99.	39.99
TOTAL	8	63.	13.	192.	63.79

**99. INDICATES 99 OR MORE LIBRARIES SUPPORTED

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
11 LIBRARIES INCLUDED
C: REGIONAL INTERLIBRARY LOAN

REQUESTS	NUMBER OF LIBRARIES REPORTING	AVERAGE	VOLUME DURING THE LAST REPORTING YEAR		STD DEV
			LOW	HIGH	
TOTAL REQUESTS	6	30900.	7083.	101214.	31885.
FILED REQUESTS	6	23469.	4037.	93117.	31447.
FILL RATE	6	62.8	27.8	92.8	19.11
% FILLED FROM LIBRARY	6	51.8	27.8	75.8	18.5
% FILLED FROM ANOTHER LIBRARY	3	23.8	14.8	37.8	10.2
% FORWARDED TO STATE LIBRARY	2	7.8	6.8	7.8	0.5
% FORWARDED TO LIBRARY OUTSIDE REGION	2	5.8	2.8	7.8	2.5
% FORWARDED TO A BIBLIOGRAPHIC CENTER	2	8.8	7.8	8.8	0.5
% RETURNED TO REQUESTER WITH LOCATION INFORMATION	2	17.8	8.8	25.8	8.5
% RETURNED TO REQUESTER UNFILLED	3	14.8	8.8	24.8	6.9
% UNFILLED	4	37.8	16.8	73.8	21.8

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
11 LIBRARIES INCLUDED
D: REGIONAL CATALOG MAINTENANCE

	NUMBER OF LIBRARIES PROVIDING CATALOG	AVERAGE	CATALOG SIZE. ETC.		STD DEV
			LOW	HIGH	

TYPE OF HOLDINGS					
MONOGRAPHS	2				
SERIALS	2				
OTHER	1				
COMBINED	3				

TITLES	3	164323.31	120000.00	220000.00	41606.66
TITLES ADDED	3	13184.00	11000.00	15000.00	1653.60
LOCATIONS	3	24.33	11.00	43.00	13.60
LOCATIONS PER TITLE	3	24.33	11.00	43.00	13.60
YEARS IN EXISTENCE	2	18.00	5.00	31.00	13.00

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
11 LIBRARIES INCLUDED

E: REIMBURSEMENT

5 LIBRARIES RECEIVING REIMBURSEMENT

CHARACTERISTICS OF REIMBURSEMENTS	NUMBER OF LIBRARIES RECEIVING	AVERAGE	AMOUNT LOW	HIGH	STD DEV
GENERAL					
SALARIES FOR HQS STAFF	2	90841.00	15000.00	166682.00	75841.00
ANNUAL SUPPLY SUPPLEMENT	1	21339.00	21339.00	21339.00	0.0
ANNUAL EQUIPMENT SUPPLMT	0	0.0	0.0	0.0	0.0
ANNUAL STIPEND	1	16800.00	16800.00	16800.00	0.0
CATALOGING					
PER VOLUME PROCESSED	0	0.0	0.0	0.0	0.0
PER CARD SET	0	0.0	0.0	0.0	0.0
PER ENTRY IN CATALOG	0	0.0	0.0	0.0	0.0
ACQUISITIONS					
PER VOLUME ORDERED	0	0.0	0.0	0.0	0.0
INTER - LIBRARY LOAN					
PER FILLED REQUEST	0	0.0	0.0	0.0	0.0
PER UNFILLED REQUEST	0	0.0	0.0	0.0	0.0
PER REQUEST FOR LOC INFO	0	0.0	0.0	0.0	0.0
OTHER	1	99999.00	99999.00	99999.00	0.0

SOURCE OF REIMBURSEMENT	NUMBER OF LIBRARIES RECEIVING	AVERAGE	PERCENTAGE LOW	HIGH	STD DEV
STATE LIBRARIES	4	54.25%	1.00%	100.00%	46.06
PARTICIPATING LIBRARIES	1	84.00%	84.00%	84.00%	0.0
OTHER	1	1.00%	1.00%	1.00%	0.0

TABLE VIII: ACQUISITIONS DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	96378.	34461.	189743.	56008.	7	7848.	1.	15800.	5497.
SALARIES AND FRINGE BENEFITS	7	85757.	29592.	168619.	48672.	7	7476.	1.	15800.	5009.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	2407.	2407.	2407.	0.	1	-669.	-669.	-669.	0.
EQUIPMENT RENTAL	1	500.	500.	500.	0.	1	0.	0.	0.	0.
COMMUNICATIONS	2	332.	164.	500.	168.	2	4.	4.	4.	0.
SUPPLIES	3	3106.	918.	6400.	2371.	3	1123.	363.	1883.	760.
OTHER OPERATING	3	20486.	8000.	45250.	17511.	3	342.	-4220.	4746.	3662.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES			STD DEV	NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH			AVERAGE	LOW	HIGH	
TOTAL OPERATING	7	68530.	34860.	177772.	53030.	7	3.69	1.67	6.30	1.39
SALARIES AND FRINGE BENEFITS	7	78282.	25719.	156109.	46199.	7	3.27	1.67	4.87	0.92
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	1	3076.	3076.	3076.	0.	1	0.19	0.19	0.19	0.0
EQUIPMENT RENTAL	1	500.	500.	500.	0.	1	0.05	0.05	0.05	0.0
COMMUNICATIONS	2	330.	160.	500.	170.	2	0.02	0.01	0.05	0.02
SUPPLIES	3	2357.	555.	4517.	1637.	3	0.15	0.03	0.22	0.08
OTHER OPERATING	3	20144.	7500.	40504.	14537.	3	1.02	0.60	1.44	0.40

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	8	1.84	0.25	4.00	1.28	7	24961.	5021.	55994.	18280.
OTHER PROFESSIONAL	1	1.00	1.00	1.00	0.0	1	11326.	11326.	11326.	0.
LIBRARY ASSISTANT	5	2.20	1.00	4.00	1.17	4	18092.	10351.	30212.	8227.
CLERK	10	7.77	2.50	22.24	5.32	9	62480.	20568.	182462.	44918.
STUDENT / PAGE	5	3.76	1.00	12.80	4.59	4	22727.	6864.	52607.	18337.
OTHER	1	2.00	2.00	2.00	0.0	1	17342.	17342.	17342.	0.
STAFF PAID BY OUTSIDE SOURCES	2	1.00	1.00	1.00	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	11.75	14870.	13999.	20084.	1067.
OTHER PROFESSIONAL	1.00	11326.	11326.	11326.	0.
LIBRARY ASSISTANT	7.00	10338.	10071.	10690.	249.
CLERK	68.71	8184.	6588.	9965.	1038.
STUDENT / PAGE	17.80	5107.	4110.	8565.	1621.
OTHER	2.00	8671.	8671.	8671.	0.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	VOLUME AVERAGE	THROUGHPUT LOW	PER ACO HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	ACO AVERAGE	SAL \$ LOW	EXP LOW	ANNUAL PER VOLUME HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	12.75	19432.00	7049.00	60056.00	11634.30	6	0.87	0.33	1.99	0.54	
OTHER PROFESSTONAL	1.00	19000.00	19000.00	19000.00	0.0	1	0.60	0.60	0.60	0.0	
LIBRARY ASSISTANT	9.00	20796.66	17500.00	23634.00	2751.72	3	0.54	0.51	0.58	0.03	
CLERK	55.47	5037.51	2113.40	10504.00	3113.14	8	2.33	0.98	3.65	0.88	
STUDENT / PAGE	6.00	25022.66	6333.33	94536.00	31572.50	3	0.69	0.33	1.20	0.37	
OTHER	2.00	9500.00	9500.00	9500.00	0.0	1	0.91	0.91	0.91	0.0	
STAFF PAID BY OUTSIDE SOURCES	2.00	36817.00	21134.00	52500.00	15683.00	0	0.0	0.0	0.0	0.0	
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0	
TOTAL	88.22	3382.80	1761.17	5560.94	1376.43	9	3.23	1.67	4.46	0.88	

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
C: ORDERING PATTERNS
11 LIBRARIES INCLUDED

MATERIAL TYPE AND/OR SOURCE	NUMBER OF LIBRARIES REPORTING	TOTAL THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH	
MONOGRAPH TITLES	10	27234.	9964.	87085.	22711.
SERIAL TITLES	8	3262.	11.	7451.	2707.
TOTAL TITLES	10	29843.	10539.	94536.	24174.
% STANDING ORDER	6	5.%	2.%	10.%	2.6
% APPROVAL PLAN	7	27.%	1.%	90.%	29.1
% ORDER REQUEST	10	62.%	5.%	95.%	35.5
% GIFT/EXCHANGE	8	12.%	1.%	60.%	18.4
% OTHER	1	65.%	65.%	65.%	0.0
YEAR IMPRINT					
% 1975-76	8	82.%	67.%	95.%	8.4
% 1969-74	8	13.%	4.%	25.%	6.8
% PRE1969	8	4.%	1.%	10.%	3.1
BACKFILE AND RETROSPECTIVE					
% SERIAL BACKFILE SUPPLEMENT	4	0.8%	0.1%	1.0%	0.4
% MONOGRAPH RETROSPECTIVE COLLECTION DEVELOPMENT	7	4.8%	0.5%	12.0%	3.3

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	231536.	84000.	350397.	77382.	7	49856.	-14405.	120686.	48164.
SALARIES AND FRINGE BENEFITS	7	179816.	84000.	284047.	71876.	7	11010.	-14918.	19275.	11416.
AUTOMATED SYSTEMS	2	83710.	66350.	101070.	17360.	1	60000.	60000.	60000.	0.
OTHER SUPPORT SERVICES	3	49415.	3244.	140000.	64057.	3	34806.	-870.	104289.	49138.
EQUIPMENT RENTAL	1	6450.	6450.	6450.	0.	1	209.	209.	209.	0.
COMMUNICATIONS	2	539.	78.	1000.	461.	2	2.	2.	2.	0.
SUPPLIES	3	5808.	3571.	10000.	2967.	3	1308.	513.	2000.	611.
OTHER OPERATING	3	7144.	800.	17500.	7385.	2	1500.	1500.	1500.	0.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	141680.	66900.	276871.	70582.	7	14.19	5.07	24.82	5.40
SALARIES AND FRINGE BENEFITS	7	168905.	66900.	270521.	75122.	7	13.19	5.07	19.82	5.04
AUTOMATED SYSTEMS	1	6350.	6350.	6350.	0.	1	0.47	0.47	0.47	0.0
OTHER SUPPORT SERVICES	3	14608.	4000.	35711.	14922.	3	1.41	0.36	2.64	1.08
EQUIPMENT RENTAL	1	6241.	6241.	6241.	0.	1	1.04	1.04	1.04	0.0
COMMUNICATIONS	2	538.	76.	1000.	462.	2	0.06	0.01	0.17	0.08
SUPPLIES	3	4500.	2161.	8000.	2521.	3	0.38	0.19	1.33	0.43
OTHER OPERATING	2	9566.	3131.	16000.	6435.	2	0.81	0.18	2.67	1.08

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	5.72	2.00	17.00	4.40	9	61543.	30983.	123082.	31089.
OTHER PROFESSIONAL	1	1.00	1.00	1.00	0.0	1	11326.	11326.	11326.	0.
LIBRARY ASSISTANT	7	3.86	1.00	11.00	3.72	6	26920.	7886.	90480.	29056.
CLERK	9	9.89	1.00	22.00	6.52	8	61373.	7820.	128791.	35614.
STUDENT / PAGE	4	3.63	1.00	6.50	2.41	3	22005.	7480.	47107.	17823.
OTHER	1	2.00	2.00	2.00	0.0	1	17344.	17344.	17344.	0.
STAFF PAID BY OUTSIDE SOURCES	6	2.50	1.00	6.00	1.80	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	40.25	13761.	11255.	18141.	1645.
OTHER PROFESSIONAL	1.00	11326.	11326.	11326.	0.
LIBRARY ASSISTANT	16.00	10095.	7886.	11310.	1311.
CLERK	67.00	7328.	4733.	9645.	1659.
STUDENT / PAGE	8.00	8252.	7480.	8565.	466.
OTHER	2.00	8672.	8672.	8672.	0.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TITLE AVERAGE	THROUGHPUT LOW	PER CAT FTE HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	CAT SAL \$ AVERAGE	EXP PER LOW	ANNUAL PER TITLE HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	57.25	2794.88	1516.67	8173.33	1719.66	9	4.75	1.38	9.02	2.34
OTHER PROFESSIONAL	1.00	13200.00	13200.00	13200.00	0.0	1	0.86	0.86	0.86	0.0
LIBRARY ASSISTANT	27.00	4316.07	1740.87	24520.00	4637.81	6	2.12	0.32	6.50	2.05
CLERK	89.00	1649.51	782.06	13927.00	1625.22	8	5.00	0.56	9.89	3.20
STUDENT / PAGE	14.50	4966.34	2093.27	13200.00	3122.20	3	1.83	0.57	4.09	1.61
OTHER	2.00	6600.00	6600.00	6600.00	0.0	1	1.31	1.31	1.31	0.0
STAFF PAID BY OUTSIDE SOURCES	15.00	5818.13	2321.17	13552.00	3486.37	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	205.75	777.68	496.36	2200.00	438.03	9	11.46	3.00	19.82	5.44

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT,
C: CATALOGING PATTERNS
11 LIBRARIES INCLUDED

TYPE OF MATERIAL	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	HIGH	STD DEV
MONOGRAPH TITLES	11	14062.	5425.	26902.	5539.4
SERIALS TITLES	5	997.	11.	3901.	1463.2
OTHER TITLES	5	1988.	613.	3386.	974.0
TOTAL TITLES	11	15419.	6000.	33372.	7202.4
CATALOGING SOURCE					
% LC CAT	7	64.%	1.%	96.%	30.5
% NUC DATA	8	10.%	1.%	38.%	11.7
% CIP DATA	5	22.%	1.%	75.%	27.7
% SECONDARY SOURCE	6	51.%	1.%	90.%	34.9
% ORIG CATALOGING	11	14.%	1.%	25.%	7.7
RELATED DATA					
LAG TIME	11	28.	10.	60.	13.3
BACKLOG	9	7467.	100.	18000.	5823.9
CARDS/RECORD ENTRY FOR:					
MONOGRAPH TITLES	11	8.	4.	16.	3.8
SERIALS TITLES	10	4.	2.	9.	2.1
OTHER TITLES	5	5.	3.	7.	1.3
PROOF SLIP SUBSCRIPTIONS					
11 LIBRARIES RESPONDING					
4 AFFIRMATIVE OR 36.4%					
7 NEGATIVE					
0 OTHER RESPONSE					

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S AVERAGE	LOW	HIGH	EXPENDITURES STD DEV
TOTAL OPERATING	4	32801.	13131.	57366.	15836.	4	6909.	1548.	17635.	6555.
SALARIES AND FRINGE BENEFITS	4	25781.	13053.	30966.	7372.	4	6159.	1548.	17635.	6690.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	0	0.	0.	0.	0.	0	0.	0.	0.	0.
EQUIPMENT RENTAL	1	500.	500.	500.	0.	1	0.	0.	0.	0.
COMMUNICATIONS	2	11289.	78.	22500.	11211.	2	1251.	2.	2500.	1249.
SUPPLIES	1	2000.	2000.	2000.	0.	1	0.	0.	0.	0.
OTHER OPERATING	1	3000.	3000.	3000.	0.	1	500.	500.	500.	0.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				STD DEV	NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH				AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	4	25892.	11521.	50522.	15935.		4	1.10	0.82	2.23	0.52
SALARIES AND FRINGE BENEFITS	4	19623.	11445.	29418.	7971.		4	0.84	0.41	2.23	0.68
AUTOMATED SYSTEMS	0	0.	0.	0.	0.		0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	0	0.	0.	0.	0.		0	0.0	0.0	0.0	0.0
EQUIPMENT RENTAL	1	500.	500.	500.	0.		1	0.01	0.01	0.01	0.0
COMMUNICATIONS	2	10038.	76.	20000.	9962.		2	0.30	0.01	0.32	0.09
SUPPLIES	1	2000.	2000.	2000.	0.		1	0.03	0.03	0.03	0.0
OTHER OPERATING	1	2500.	2500.	2500.	0.		1	0.04	0.04	0.04	0.0

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSTONAL LIBRARIAN	4	0.88	0.02	2.00	0.73	3	5926.	315.	11030.	4389.
OTHER PROFESSTONAL	1	0.02	0.02	0.02	0.0	1	3760.	3760.	3760.	0.
LIBRARY ASSISTANT	3	1.75	1.00	3.00	0.89	2	10508.	9330.	11685.	1178.
CLERK	5	1.46	0.50	2.28	0.65	5	12947.	4348.	21331.	6008.
STUDENT / PAGE	1	0.05	0.05	0.05	0.0	1	286.	286.	286.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	4	7.63	1.00	20.50	7.96	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSTONAL LIBRARIAN	1.52	11697.	11030.	15750.	980.
OTHER PROFESSTONAL	0.02	188000.	188000.	188000.	0.
LIBRARY ASSISTANT	2.25	9340.	9330.	9348.	9.
CLERK	7.28	8892.	8639.	9356.	315.
STUDENT / PAGE	0.05	5720.	5720.	5720.	0.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	REQUEST AVERAGE	LOW	PER ILL FTE HIGH STD DEV	NUMBER OF LIBRARIES REPORTING	ILL SAL \$ EXP AVERAGE LOW	ANNUAL PER REQUEST HIGH	STD DEV
PROFESSIONAL LIBRARIAN	3.52	11180.96	4722.00	650800.00 48491.75	3	0.87	0.02	1.75 0.70
OTHER PROFESSIONAL	0.02	650799.81	650799.81	650800.00 0.19	1	0.29	0.29	0.29 0.0
LIBRARY ASSISTANT	5.25	15058.27	3148.00	49333.60 19246.07	2	0.68	0.19	1.17 0.49
CLERK	7.28	13415.09	5708.77	41111.33 14116.83	5	1.16	0.21	1.64 0.50
STUDENT / PAGE	0.05	260319.87	260319.87	260319.94 0.06	1	0.02	0.02	0.02 0.0
OTHER	0.0	0.0	0.0	0.0 0.0	0	0.0	0.0	0.0 0.0
STAFF PAID BY OUTSIDE SOURCES	30.50	1571.44	1155.07	7945.00 1551.08	0	0.0	0.0	0.0 0.0
VOLUNTEER	0.0	0.0	0.0	0.0 0.0	0	0.0	0.0	0.0 0.0
TOTAL	46.62	3122.93	726.46	22424.36 5118.21	6	1.68	0.40	2.93 0.80

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
C: VOLUME OF BORROWING REQUESTS

BORROWING REQUESTS		NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUME HIGH	STD DEV
TOTAL	REQUESTS	10	5915.	862.	24000.	6749.
NUMBER	FILLED	11	3164.	217.	10284.	3029.
FILL	RATE	10	66.7%	42.8%	90.1%	13.0%
%	FILLED LOCALLY	9	34.6%	2.0%	92.0%	29.8%
%	FILLED IN STATE	9	74.2%	40.0%	99.0%	23.6%

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
D: NUMBER OF INSTITUTIONS QUERIED

STRATA	LIBRARIES REPORTING		PERCENT
	TOTAL	THIS STRATA	

1.0-1.4	10	1.	10.0%
1.5-1.9	10	1.	10.0%
2.0-2.4	10	2.	20.0%
2.5-2.9	10	4.	40.0%
3.0-3.4	10	1.	10.0%
3.5-3.9	10	0.	0.0%
4.0-4.4	10	1.	10.0%
4.5-4.9	10	0.	0.0%
5.0-5.4	10	0.	0.0%
MODE	2.5-2.9		
AVERAGE	2.3		

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
11 LIBRARIES INCLUDED
E: TIME REQUIRED TO FILL A REQUEST

SOURCE	NUMBER OF LIBRARIES REPORTING	AVERAGE DAYS			STD DEV
		AVERAGE	LOW	HIGH	
THROUGH A BIB CENTER	8	28.	14.	49.	10.
FROM A LIBRARY LOCALLY	10	11.	4.	20.	5.
ELSEWHERE IN STATE	10	21.	8.	35.	9.
ADJOINING STATES	8	30.	21.	49.	9.
ELSEWHERE	7	33.	14.	56.	15.
OVERALL	10	24.	11.	33.	8.

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
11 LIBRARIES INCLUDED
F: VERIFICATION

8 LIBRARIES OF 11 LIBRARIES RESPONDING NORMALLY VERIFY BORROWING REQUESTS
OR 72.7%

7 LIBRARIES OF 11 LIBRARIES RESPONDING NORMALLY VERIFY LENDING REQUESTS
OR 63.6%

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
G: FREQUENCY OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LARGE	ACADEMIC	2	4	2.	1.	3.	1.	6.	4.	9.	2.
LIBRARY											
STATE	LIBRARY	2	2	1.	1.	1.	0.	5.	4.	5.	1.
LARGE	PUBLIC	5	6	1.	1.	2.	0.	5.	1.	8.	2.
LIBRARY											
OTHER	REGIONAL	6	10	2.	1.	3.	1.	4.	1.	10.	3.
LIBRARY											
OTHER	ACADEMIC	2	2	1.	1.	1.	0.	8.	8.	8.	0.
LIBRARY											
OTHER	PUBLIC	10	58	6.	1.	10.	3.	5.	1.	10.	3.
LIBRARY											
BIBLIOGRAPHIC		1	1	1.	1.	1.	0.	1.	1.	1.	0.
CENTER											
SPECIAL	LIBRARY	1	1	1.	1.	1.	0.	6.	6.	6.	0.
OTHER	LIBRARY	4	8	2.	1.	3.	1.	7.	2.	10.	2.

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE XI: INTERLIBRARY LOAN DEPARTMENT
11 LIBRARIES INCLUDED
H: FREQUENCY OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	AVERAGE	FREQUENCY IN TABLE		STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
					LOW	HIGH			LOW	HIGH	
LARGE	ACADEMIC	7	23	3.	1.	8.	2.	6.	1.	10.	3.
LIBRARY											
STATE	LIBRARY	7	15	2.	1.	4.	1.	5.	1.	9.	3.
LARGE	PUBLIC	7	9	1.	1.	2.	0.	5.	1.	9.	2.
LIBRARY											
OTHER	REGIONAL	5	8	2.	1.	3.	1.	4.	1.	6.	2.
LIBRARY											
OTHER	ACADEMIC	2	4	2.	2.	2.	0.	5.	2.	8.	2.
LIBRARY											
OTHER	PUBLIC	7	17	2.	1.	5.	1.	6.	2.	10.	3.
LIBRARY											
BIBLIOGRAPHIC		2	2	1.	1.	1.	0.	2.	1.	2.	1.
CENTER											
SPECIAL	LIBRARY	2	2	1.	1.	1.	0.	6.	5.	7.	1.
OTHER	LIBRARY	1	1	1.	1.	1.	0.	10.	10.	10.	0.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
1: LOCATION OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	AVERAGE	FREQUENCY IN TABLE		STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
					LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	9	50	6.	1.	10.	3.	5.	1.	10.	3.
ELSEWHERE		7	41	6.	2.	10.	2.	6.	1.	10.	3.
IN STATE											
ADJOINING STATES		0	0	0.	0.	0.	0.	0.	0.	0.	0.
OTHER	WESTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATES											
OTHER	EASTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATES											

A: SURVEY OF 100 LIBRARIES. LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
J: LOCATION OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	9	30	3.	1.	10.	3.	4.	1.	10.	3.
ELSEWHERE		8	33	4.	1.	7.	2.	5.	1.	10.	3.
IN STATE											
ADJOINING	STATES	2	4	2.	2.	2.	0.	7.	4.	10.	2.
OTHER	WESTERN	1	3	3.	3.	3.	0.	7.	5.	9.	2.
STATES											
OTHER	EASTERN	4	11	3.	1.	5.	1.	6.	4.	10.	2.
STATES											

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT

11 LIBRARIES INCLUDED

K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	3	4646.	5.	13382.	6182.	20.0%	0.7%	49.3%	21.1
PERIODICALS	6	153.	10.	258.	82.	90.6%	60.0%	100.0%	15.0
MICROFORMS	2	131.	3.	258.	128.	51.0%	2.1%	100.0%	49.0
AUDIO/VISUAL	2	20.	18.	21.	2.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	1	2.	2.	2.	0.	40.0%	40.0%	40.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	2165.	20.	13382.	4584.	22.1%	2.2%	49.3%	17.5

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL		STD DEV	AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH			LOW	HIGH	STD DEV
BOOKSTOCK	7	3975.	474.	13783.	4549.	91.4%	50.7%	100.0%	17.0
PERIODICALS	2	62.	2.	122.	60.	28.3%	16.7%	40.0%	11.7
MICROFORMS	3	152.	40.	275.	96.	99.3%	97.9%	100.0%	1.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	3.	3.	3.	0.	60.0%	60.0%	60.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	4102.	474.	13783.	4528.	77.9%	50.7%	97.8%	17.5

TABLE XI: INTERLIBRARY LOAN DEPARTMENT
K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	7	5966.	474.	27165.	8944.	100.0%	100.0%	100.0%	0.0
PERIODICALS	6	174.	12.	305.	99.	100.0%	100.0%	100.0%	0.0
MICROFORMS	4	179.	40.	275.	95.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	2	20.	18.	21.	2.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	1	5.	5.	5.	0.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	8	6769.	688.	27165.	8374.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED

L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	3	1170.	10.	3007.	1314.	25.6%	0.7%	66.3%	29.0
PERIODICALS	5	742.	70.	1805.	609.	100.0%	100.0%	100.0%	0.0
MICROFORMS	1	5.	5.	5.	0.	33.3%	33.3%	33.3%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	5.	5.	5.	0.	50.0%	50.0%	50.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	6	1205.	90.	3007.	1003.	27.4%	5.5%	66.3%	24.4

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	7	3469.	1509.	7772.	2105.	89.0%	33.7%	100.0%	22.8
PERIODICALS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
MICROFORMS	2	35.	10.	60.	25.	83.3%	66.7%	100.0%	16.7
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	5.	5.	5.	0.	50.0%	50.0%	50.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	3480.	1509.	7832.	2120.	76.6%	33.7%	100.0%	24.5

TABLE X: INTERLIBRARY LOAN DEPARTMENT
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	7	3971.	1509.	7772.	1992.	100.0%	100.0%	100.0%	0.0
PERIODICALS	5	742.	70.	1805.	609.	100.0%	100.0%	100.0%	0.0
MICROFORMS	2	38.	15.	60.	23.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	10.	10.	10.	0.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	8	5572.	1629.	12979.	3380.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	11	409846.	172407.	1225282.	284114.	11	39970.	-107372.	220208.	73184.
SALARIES AND FRINGE BENEFITS	11	357651.	147407.	1180113.	274379.	11	43363.	1539.	175039.	46833.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	2	23994.	23238.	24750.	756.	1	-6726.	-6726.	-6726.	0.
EQUIPMENT RENTAL	2	1234.	1000.	1467.	234.	2	1177.	1177.	1177.	0.
COMMUNICATIONS	6	9605.	1500.	25000.	8360.	6	-8432.	-21896.	4706.	9839.
SUPPLIES	6	39826.	5000.	150000.	51363.	6	5503.	500.	13745.	4484.
OTHER OPERATING	6	37850.	15300.	91300.	26255.	5	-12460.	-120553.	44979.	56309.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
11 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES			STD DEV
		AVERAGE	LOW	HIGH	
TOTAL OPERATING	11	369876.	151123.	1005074.	237223.
SALARIES AND FRINGE BENEFITS	11	314288.	128123.	1005074.	235114.
AUTOMATED SYSTEMS	2	249141.	7682.	490600.	241459.
OTHER SUPPORT SERVICES	3	25796.	7.	45904.	19163.
EQUIPMENT RENTAL	3	905.	290.	1426.	469.
COMMUNICATIONS	6	1663.	1500.	34616.	11443.
SUPPLIES	7	31856.	4500.	150000.	49242.
OTHER OPERATING	6	46780.	10400.	154430.	50047.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	11	5.05	2.00	10.00	2.42	10	105200.	51643.	212670.	48497.
OTHER PROFESSIONAL	9	2.44	1.00	5.00	1.42	9	41018.	11920.	80520.	24394.
LIBRARY ASSISTANT	4	4.50	1.00	13.00	4.92	2	16486.	12294.	20678.	4192.
CLERK	10	7.14	2.00	15.00	4.12	9	55151.	14820.	128364.	32345.
STUDENT / PAGE	2	0.75	0.50	1.00	0.25	2	5273.	1980.	8565.	3292.
OTHER	7	5.43	1.00	16.00	5.18	7	58268.	12218.	190325.	59834.
STAFF PAID BY OUTSIDE SOURCES	3	4.00	2.00	7.00	2.16	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	50.50	20832.	17908.	26106.	2326.
OTHER PROFESSIONAL	22.00	16780.	11920.	20509.	1881.
LIBRARY ASSISTANT	3.00	10991.	10339.	12294.	922.
CLERK	58.45	8492.	7410.	9553.	606.
STUDENT / PAGE	1.50	7030.	3960.	8565.	2171.
OTHER	39.00	10734.	8514.	13099.	1477.

A: SURVEY OF 100 LIBRARIES, LARGE PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
11 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TOTAL LIBRARY FTE AVERAGE	LOW	PER ADM FTE HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	ADM SAL \$ AVERAGE	EXP PER LOW	ANNUAL TOTAL HIGH	LIBRARY FTE STD DEV
PROFESSIONAL LIBRARIAN	55.50	75.19	19.70	272.40	71.76	10	414.09	142.08	980.24	241.30
OTHER PROFESSIONAL	22.00	115.26	73.13	224.00	45.39	9	137.48	60.20	220.20	54.56
LIBRARY ASSISTANT	18.00	117.99	99.00	257.65	37.24	2	76.08	47.72	104.43	28.36
CLERK	71.45	54.55	27.67	182.83	34.90	9	195.45	40.53	309.31	75.06
STUDENT / PAGE	1.50	237.05	198.00	315.14	55.22	2	27.91	12.57	43.26	15.35
OTHER	38.00	53.25	17.22	216.60	52.48	7	195.44	60.48	690.93	209.95
STAFF PAID BY OUTSIDE SOURCES	12.00	77.11	56.45	153.09	34.82	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	218.45	19.10	10.54	43.94	10.91	10	871.33	572.37	1447.97	273.03

OTHER REGIONAL LIBRARY

STRATUM

295

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE 1: HOLDINGS DISTRIBUTION
10 LIBRARIES INCLUDED

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	AVERAGE	TITLES		STD DEV	GROWTH	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUMES HIGH	STD DEV	GROWTH
			LOW	HIGH								
BOOKSTOCK	8	96795	33500	200000	48307.	0.03	9	199729	33700	355000	100662.	0.05
BOUND PERIODICALS	4	39	5	100	39.	0.0	5	1731	346	3390	1141.	0.01
MICROFORM BOOKS	1	95	95	95	0.	0.0	0	0	0	0	0.	0.0
MICROFORM PERIODICALS	7	764	6	3850	1328.	0.09	0	0	0	0	0.	0.0
PRINTED GOVERNMENT DOCUMENTS	3	26916	425	79900	37465.	-0.09	0	0	0	0	0.	0.0
AUDIO / VISUAL MATERIALS	9	4614	1100	9200	2286.	0.13	0	0	0	0	0.	0.0
OTHER	4	8825	3600	12700	3306.	0.50	0	0	0	0	0.	0.0

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	VOLUME TO TITLE RATIO			STD DEV
		AVERAGE	LOW	HIGH	
BOOKSTOCK	7	2.54:1	1.01:1	4.02:1	1.00
BOUND PERIODICALS	4	59.79:1	33.90:1	107.60:1	28.28

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE II: STAFFING DISTRIBUTION, ENTIRE LIBRARY
10 LIBRARIES INCLUDED

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	7.07	2.00	12.75	3.57	9	81290.	18800.	157607.	47289.
OTHER PROFESSIONAL	3	0.83	0.75	1.00	0.12	3	9208.	6460.	12228.	2363.
LIBRARY ASSISTANT	9	15.17	3.00	52.30	15.03	8	82325.	16516.	210852.	65389.
CLERK	9	17.06	1.00	46.25	16.78	9	103496.	6400.	324891.	107528.
STUDENT / PAGE	8	4.17	2.00	11.50	3.08	8	18312.	9132.	42321.	11852.
OTHER	2	2.50	2.00	3.00	0.50	2	21307.	16729.	25884.	4578.
STAFF PAID BY OUTSIDE SOURCES	7	1.76	1.00	2.50	0.53	0	0.	0.	0.	0.
VOLUNTEER	4	1.63	0.50	3.00	0.96	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE			NUMBER OF LIBRARIES REPORTING	AVERAGE	FRINGE BENEFIT RATES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	61.75	11848.	9400.	14334.	1517.	9	16.21%	10.00%	23.00%	3.31
OTHER PROFESSIONAL	2.50	11050.	8613.	12228.	1600.	2	16.20%	15.40%	17.00%	0.80
LIBRARY ASSISTANT	84.25	7817.	5505.	9677.	973.	8	15.51%	10.00%	20.70%	2.84
CLERK	153.50	6068.	4964.	7025.	707.	9	17.07%	10.00%	23.60%	4.04
STUDENT / PAGE	33.40	4386.	3680.	5304.	623.	5	9.16%	5.85%	13.00%	3.01
OTHER	5.00	8523.	8365.	8628.	129.	1	15.00%	15.00%	15.00%	0.0

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	0	0	0.	0.	0.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	0	0	0.	0.	0.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	0	0	0.	0.	0.	0.
4. PRODUCING ORDERS FOR MATERIALS	0	0	0.	0.	0.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	0	0	0.	0.	0.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	0	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	0	0	0.	0.	0.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	1	26.	26.	26.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	0	0	0.	0.	0.	0.
10. OTHER ACQUISITION PRODUCTS	1	1	400.	400.	400.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	2	1	8000.	8000.	8000.	0.
13. PRODUCING CATALOGING COPY	0	0	0.	0.	0.	0.
14. PRODUCTION OF CATALOG CARDS	5	4	2283.	816.	5000.	1651.
15. PRODUCTION OF BOOK CATALOG	1	1	50.	50.	50.	0.
16. PRODUCTION OF MICROFORM CATALOG	1	1	4.	4.	4.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	3	3	10893.	5000.	20000.	6532.
18. CATALOG AUTHORITY CONTROL	0	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	1	1	4999.	4999.	4999.	0.

300

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	2	0	0.	0.	0.	0.
24. LOCATING HOLDING LIBRARIES	4	1	4500.	4500.	4500.	0.
25. COMMUNICATING REQUESTS TO	3	0	0.	0.	0.	0.
26. MONITORING STATUS OF ILL REQUESTS	0	0	0.	0.	0.	0.
27. PAYING FOR ILL SERVICES	0	0	0.	0.	0.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	1	0	0.	0.	0.	0.
29. MONITORING THE STATUS OF LOANS	1	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	0	0	0.	0.	0.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	2	1	180.	180.	180.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	0	0	0.	0.	0.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	1	700.	700.	700.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	1	1	419.	419.	419.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT

10 LIBRARIES INCLUDED

5 LIBRARIES USING NO OUTSIDE SUPPORT

5 LIBRARIES USING OUTSIDE SUPPORT

0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	0	0	0.	0.	0.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	0	0	0.	0.	0.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	0	0	0.	0.	0.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	1	0	0.	0.	0.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	1	0	0.	0.	0.	0.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	0	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	0	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	0	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	0	0	0.	0.	0.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	0	0	0.	0.	0.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	0	0	0.	0.	0.	0.
4. PRODUCING ORDERS FOR MATERIALS	0	0	0.	0.	0.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	0	0	0.	0.	0.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	0	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	0	0	0.	0.	0.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	0	0.	0.	0.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	0	0	0.	0.	0.	0.
10. OTHER ACQUISITION PRODUCTS	1	1	2500.	2500.	2500.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	2	0	0.	0.	0.	0.
13. PRODUCING CATALOGING COPY	0	0	0.	0.	0.	0.
14. PRODUCTION OF CATALOG CARDS	5	3	360.	204.	500.	121.
15. PRODUCTION OF BOOK CATALOG	1	0	0.	0.	0.	0.
16. PRODUCTION OF MICROFORM CATALOG	1	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PERPARATION MATERIALS	3	2	2615.	230.	5000.	2385.
18. CATALOG AUTHORITY CONTROL	0	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	1	1	2230.	2230.	2230.	0.

A1 SURVEY OF 100 LIBRARIES, OTHER - REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	2	0	0.	0.	0.	0.
24. LOCATING HOLDING LIBRARIES	4	0	0.	0.	0.	0.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	3	1	2200.	2200.	2200.	0.
26. MONITORING STATUS OF ILL REQUESTS	0	0	0.	0.	0.	0.
27. PAYING FOR ILL SERVICES	0	0	0.	0.	0.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	1	0	0.	0.	0.	0.
29. MONITORING THE STATUS OF LOANS	1	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	0	0	0.	0.	0.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	2	0	0.	0.	0.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	1	0	0.	0.	0.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	0	0	0.	0.	0.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	0	0.	0.	0.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	1	1	600.	600.	600.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	0	0	0.	0.	0.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.	0.	0.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	0	0	0.	0.	0.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	0	0	0.	0.	0.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	1	1	2501.	2501.	2501.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	1	0	0.	0.	0.	0.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	0	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	0	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	0	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS OR PRODUCTS	0	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST LOW	PER VOLUME, \$ HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	0	0	0.0	0.0	0.0	0.0
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	0	0	0.0	0.0	0.0	0.0
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	0	0	0.0	0.0	0.0	0.0
4. PRODUCING ORDERS FOR MATERIALS	0	0	0.0	0.0	0.0	0.0
5. PRODUCING CLAIM/CANCEL NOTICES	0	0	0.0	0.0	0.0	0.0
6. ENCUMBRANCE OF BUDGETED FUNDS	0	0	0.0	0.0	0.0	0.0
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	0	0	0.0	0.0	0.0	0.0
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	0	0.0	0.0	0.0	0.0
9. PERIODIC STATISTICS ON ACQUISITIONS	0	0	0.0	0.0	0.0	0.0
10. OTHER ACQUISITION PRODUCTS	1	1	6.25	6.25	6.25	0.0
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.0	0.0	0.0	0.0
12. SEARCHING FOR CATALOGING DATA	2	0	0.0	0.0	0.0	0.0
13. PRODUCING CATALOGING COPY	0	0	0.0	0.0	0.0	0.0
14. PRODUCTION OF CATALOG CARDS	5	3	0.29	0.17	0.45	0.12
15. PRODUCTION OF BOOK CATALOG	1	0	0.0	0.0	0.0	0.0
16. PRODUCTION OF MICROFORM CATALOG	1	0	0.0	0.0	0.0	0.0
17. PRODUCTION OF SHELF PREPARATION MATERIALS	3	2	0.14	0.03	0.25	0.11
18. CATALOG AUTHORITY CONTROL	0	0	0.0	0.0	0.0	0.0
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.0	0.0	0.0	0.0
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.0	0.0	0.0	0.0
21. PRODUCING CATALOGING COST STATISTICS	0	0	0.0	0.0	0.0	0.0
22. OTHER CATALOGING PRODUCTS	1	1	0.45	0.45	0.45	0.0

312

313

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$ LOW	HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	2	0	0.0	0.0	0.0	0.0
24. LOCATING HOLDING LIBRARIES	4	0	0.0	0.0	0.0	0.0
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	3	0	0.0	0.0	0.0	0.0
26. MONITORING STATUS OF ILL REQUESTS	0	0	0.0	0.0	0.0	0.0
27. PAYING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	1	0	0.0	0.0	0.0	0.0
29. MONITORING THE STATUS OF LOANS	1	0	0.0	0.0	0.0	0.0
30. BILLING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
31. PERIODIC ILL STATISTICS	0	0	0.0	0.0	0.0	0.0
32. OTHER ILL PRODUCTS (SPECIFY)	0	0	0.0	0.0	0.0	0.0
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	2	0	0.0	0.0	0.0	0.0
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	0	0.0	0.0	0.0	0.0
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	1	0	0.0	0.0	0.0	0.0
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.0	0.0	0.0	0.0
37. SERIALS CHECK-IN OF ISSUES	0	0	0.0	0.0	0.0	0.0
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	0	0.0	0.0	0.0	0.0
39. OTHER SERIALS-ORIENTED PRODUCTS	1	1	1.43	1.43	1.43	0.0

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 5 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$ LOW	HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.0	0.0	0.0	0.0
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.0	0.0	0.0	0.0
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	0	0	0.0	0.0	0.0	0.0
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	0	0	0.0	0.0	0.0	0.0
44. NOTIFYING USERS OF OVERDUE MATERIALS	0	0	0.0	0.0	0.0	0.0
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.0	0.0	0.0	0.0
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.0	0.0	0.0	0.0
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	0	0	0.0	0.0	0.0	0.0
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.0	0.0	0.0	0.0
49. OTHER CIRCULATION PRODUCTS	1	0	0.0	0.0	0.0	0.0
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	1	0	0.0	0.0	0.0	0.0
51. PERIODIC, ON-GOING SEARCHES	0	0	0.0	0.0	0.0	0.0
52. PRODUCING PRINTED CITATIONS	0	0	0.0	0.0	0.0	0.0
53. BILLING FOR DATA BASE SERVICES	0	0	0.0	0.0	0.0	0.0
54. PRODUCTION OF USE STATISTICS	0	0	0.0	0.0	0.0	0.0
55. PRODUCTION OF COST STATISTICS	0	0	0.0	0.0	0.0	0.0
56. OTHER REFERENCE PRODUCTS (SPECIFY)	0	0	0.0	0.0	0.0	0.0
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0	0	0.0	0.0	0.0	0.0

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE IV: UNIQUE COMPUTER SUPPORT
10 LIBRARIES INCLUDED

SYSTEM FUNCTION	NUMBER OF LIBRARIES REPORTING	COST OF DEVELOPMENT				NUMBER OF LIBRARIES REPORTING	COST OF ANNUAL MAINTENANCE			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
CIRCULATION	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACQUISITIONS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
INTER - LIBRARY LOAN	0	0.	0.	0.	0.	0	0.	0.	0.	0.
SERIALS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
INVENTORY CONTROL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
CATALOGING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
PROCESSING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACCOUNTING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES OTHER REGIONAL STRATUM

TABLE V: EQUIPMENT AND COMMUNICATIONS COSTS
10 LIBRARIES INCLUDED

EQUIPMENT CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	ANNUAL COSTS HIGH	STD DEV
1. COPYING	7	1486.	550.	3480.	910.
2. TELEX	0	0.	0.	0.	0.
3. TELETYPE, TWX	3	2302.	1700.	2680.	430.
4. DATATEL	0	0.	0.	0.	0.
5. OTHER TELETYPE SERVICE	0	0.	0.	0.	0.
6. FAX	0	0.	0.	0.	0.
7. DATAPHONE	0	0.	0.	0.	0.
8. CRT	0	0.	0.	0.	0.
9. LINE CHARGES TO COMPUTER	0	0.	0.	0.	0.
10. TELEPHONE OTHER THAN ABOVE	9	4654.	100.	15340.	4423.
11. OTHER COMMUNICATIONS COSTS	2	10658.	1900.	19415.	8758.
12. TOTAL	9	8945.	1400.	34755.	9724.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VI: BUDGET AND EXPENDITURE PATTERNS,
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL LIBRARY		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
CAPITAL EXPENDITURE	8	12453.	1000.	43016.	15075.	6	1540.	-28503.	35271.	18884.
TOTAL MATERIALS	10	101345.	5000.	327072.	90561.	7	16962.	-3112.	68249.	23713.
BOOKSTOCK	10	82381.	5000.	268572.	74512.	7	13496.	-6073.	63611.	21796.
PERIODICALS	9	7172.	850.	14500.	4913.	6	163.	-861.	824.	576.
MICROFORM	5	2780.	300.	8900.	3161.	2	995.	995.	995.	0.
GOVERNMENT DOCUMENTS	2	400.	300.	500.	100.	1	0.	0.	0.	0.
AUDIO - VISUAL	9	6910.	500.	26500.	7917.	6	-860.	-5400.	3814.	3181.
OTHER MATERIALS	4	12050.	1000.	21200.	8025.	2	2000.	2000.	2000.	0.
TOTAL OPERATING	10	465295.	40637.	1035059.	344841.	8	72309.	8956.	182935.	62927.
SALARIES AND FRINGE BENEFITS	10	397879.	40637.	959709.	303024.	8	56932.	8294.	150198.	48681.
AUTOMATED SYSTEMS	1	8500.	8500.	8500.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	4	14444.	500.	36900.	13643.	3	-783.	-4807.	2308.	2979.
EQUIPMENT RENTAL	9	4260.	195.	11733.	3712.	7	132.	-192.	600.	259.
COMMUNICATIONS	8	11578.	400.	39600.	14641.	7	2190.	-187.	11813.	4309.
SUPPLIES	9	18931.	2600.	36300.	12321.	8	-197.	-5890.	4400.	2659.
OTHER OPERATING	7	43792.	6045.	113623.	36626.	5	-2442.	-13450.	1016.	5517.
TOTAL LIBRARY BUDGET	10	576602.	45637.	1394331.	432964.	8	174191.	-51565.	1036193.	296642.

0 LIBRARIES INDICATING NEW BUILDING INCLUDED IN CAPITAL BUDGET

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STPATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

HUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:				STD DEV
		AVERAGE	LOW	HIGH	AVERAGE			LOW	HIGH			
TOTAL OPERATING	8	14.60%	3.41%	33.59%	9.49	8	3.96%	2.46%	6.80%	1.30		
SALARIES AND FRINGE BENEFITS	8	13.14%	3.93%	29.16%	7.35	8	4.36%	1.76%	7.60%	1.57		
AUTOMATED SYSTEMS	1	100.00%	100.00%	100.00%	0.0	0	0.0 %	0.0 %	0.0 %	0.0		
OTHER SUPPORT SERVICES	1	100.00%	100.00%	100.00%	0.0	1	84.38%	84.38%	84.38%	0.0		
EQUIPMENT RENTAL	3	41.53%	7.94%	100.00%	41.49	0	0.0 %	0.0 %	0.0 %	0.0		
COMMUNICATIONS	6	22.63%	15.78%	37.88%	7.18	3	6.89%	0.15%	20.00%	9.27		
SUPPLIES	6	10.95%	0.95%	29.16%	9.19	5	2.05%	0.14%	3.85%	1.56		
OTHER OPERATING	5	53.38%	4.15%	100.00%	39.45	1	4.15%	4.15%	4.15%	0.0		
TOTAL LIBRARY BUDGET	8	12.06%	2.69%	28.18%	8.32	8	3.19%	1.94%	5.70%	1.11		

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: CATALOGING				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: SERIALS			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	8	6.99%	1.96%	18.76%	4.85	7	0.89%	0.15%	2.27%	0.81
SALARIES AND FRINGE BENEFITS	8	7.76%	2.37%	20.23%	5.14	7	0.93%	0.16%	2.13%	0.82
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	1	100.00%	100.00%	100.00%	0.0	1	7.50%	7.50%	7.50%	0.0
EQUIPMENT RENTAL	1	100.00%	100.00%	100.00%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
COMMUNICATIONS	3	6.89%	0.15%	20.00%	9.27	2	0.14%	0.13%	0.15%	0.01
SUPPLIES	5	15.77%	1.10%	38.02%	15.51	4	1.51%	0.28%	4.41%	1.69
OTHER OPERATING	1	4.22%	4.22%	4.22%	0.0	1	4.15%	4.15%	4.15%	0.0
TOTAL LIBRARY BUDGET	8	5.51%	1.74%	14.23%	3.65	7	0.72%	0.13%	1.73%	0.65

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VTA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: INTER - LIBRARY LOAN				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: MATERIALS FINISHING			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	4.04%	0.63%	8.19%	2.23	8	3.28%	1.19%	5.95%	1.59
SALARIES AND FRINGE BENEFITS	7	4.62%	0.71%	9.29%	2.74	8	3.04%	1.19%	5.37%	1.35
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
EQUIPMENT RENTAL	1	7.94%	7.94%	7.94%	0.0	1	33.33%	33.33%	33.33%	0.0
COMMUNICATIONS	3	12.52%	3.03%	20.00%	7.07	0	0.0 %	0.0 %	0.0 %	0.0
SUPPLIES	5	2.89%	0.38%	5.51%	1.73	6	21.80%	12.12%	38.46%	9.01
OTHER OPERATING	1	4.15%	4.15%	4.15%	0.0	2	2.96%	1.78%	4.15%	1.19
TOTAL LIBRARY BUDGET	7	3.19%	0.53%	6.21%	1.70	8	2.62%	0.94%	4.42%	1.20

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY

10 LIBRARIES INCLUDED

A: SERVICES PROVIDED BY REGIONAL LIBRARIES

TYPE OF SERVICE	NUMBER IN THIS STRATUM PROVIDING REGIONAL SERVICE	NUMBER IN THIS STRATUM PROVIDING THIS SERVICE	PERCENT PROVIDING THIS SERVICE
ACQUISITIONS			
1. MAINTAIN STANDING ORDERS	9	3	33.3%
2. PAYMENT PROCESSING	9	3	33.3%
3. COLLECTION DEVELOPMENT	9	3	33.3%
4. CLAIM BACKORDERED ITEMS	9	3	33.3%
5. RETURNS	9	3	33.3%
6. CANCELLATIONS	9	3	33.3%
7. OTHER	9	0	0.0%
CATALOGING			
8. PRODUCE CARD SETS	9	2	22.2%
9. PHYSICAL PROCESSING	9	3	33.3%
10. PROVIDE CATALOGING COPY	9	4	44.4%
11. PRODUCE CATALOGS	9	0	0.0%
12. OTHER	9	0	0.0%
INTER - LIBRARY LOAN			
13. PROVIDE LOCATIONS	9	7	77.8%
14. VERIFICATION	9	7	77.8%
15. ACT AS SWITCHING CENTER	9	8	88.9%
16. OTHER	9	2	22.2%
REFERENCE			
17. DATA BASE SEARCHES	9	0	0.0%
18. REFERRAL SERVICES	9	3	33.3%
19. OTHER	9	4	44.4%
OTHER			
20. MAINTAIN A UNION CATALOG	9	3	33.3%
21. OTHER REGIONAL	9	2	22.2%
NONE			
22. NO REGIONAL SERVICES	9	0	0.0%

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
R: TYPES OF LIBRARIES SUPPORTED

TYPE OF LIBRARY	NUMBER OF LIBRARIES REPORTING	AVERAGE	NUMBER OF LIBRARIES SUPPORTED		STD DEV
			LOW	HIGH	
PUBLIC	9	14.	4.	32.	8.31
ACADEMIC	4	2.	1.	3.	0.83
SCHOOL	2	36.	33.	38.	2.50
SPECIAL	3	2.	2.	3.	0.47
TOTAL	9	24.	7.	73.	19.94

**99. INDICATES 99 OR MORE LIBRARIES SUPPORTED

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
C: REGIONAL INTERLIBRARY LOAN

REQUESTS	NUMBER OF LIBRARIES REPORTING	AVERAGE	VOLUME DURING THE LAST REPORTING YEAR		STD DEV
			LOW	HIGH	
TOTAL REQUESTS	5	8069.	1884.	21610.	7186.
FILLED REQUESTS	5	5325.	1050.	13614.	4523.
FILL RATE	6	61.6	35.6	75.6	14.27
% FILLED FROM LIBRARY	6	60.6	35.6	73.6	13.4
% FILLED FROM ANOTHER LIBRARY	2	3.6	1.6	5.6	2.0
% FORWARDED TO STATE LIBRARY	5	25.6	6.6	63.6	20.2
% FORWARDED TO LIBRARY OUTSIDE REGION	4	12.6	3.6	30.6	10.5
% FORWARDED TO A BIBLIOGRAPHIC CENTER	2	22.6	17.6	27.6	5.0
% RETURNED TO REQUESTER WITH LOCATION INFORMATION	1	1.6	1.6	1.6	0.0
% RETURNED TO REQUESTER UNFILLED	5	3.6	2.6	5.6	1.2
% UNFILLED	6	3.6	1.6	5.6	1.5

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
D: REGIONAL CATALOG MAINTENANCE

	NUMBER OF LIBRARIES PROVIDING CATALOG	AVERAGE	CATALOG SIZE, ETC.		STD DEV
			LOW	HIGH	

TYPE OF HOLDINGS					
MONOGRAPHS	3				
SERIALS	0				
OTHER	0				
COMBINED	3				

TITLES	2	37250.00	4500.00	70000.00	32750.00
TITLES ADDED	1	50000.00	50000.00	50000.00	0.0
LOCATIONS	2	35012.50	25.00	70000.00	34987.50
LOCATIONS PER TITLE	2	13.00	1.00	25.00	12.00
YEARS IN EXISTENCE	3	1.33	1.00	2.00	0.47

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY

10 LIBRARIES INCLUDED

E: REIMBURSEMENT

6 LIBRARIES RECEIVING REIMBURSEMENT

CHARACTERISTICS OF REIMBURSEMENTS	NUMBER OF LIBRARIES RECEIVING	AVERAGE	AMOUNT LOW	HIGH	STD DEV
GENERAL					
SALARIES FOR HQS STAFF	3	35327.33	16192.00	68284.00	23404.64
ANNUAL SUPPLY SUPPLEMENT	0	0.0	0.0	0.0	0.0
ANNUAL EQUIPMENT SUPPLMT	0	0.0	0.0	0.0	0.0
ANNUAL STIPEND	3	86153.62	4400.00	247189.00	113873.62
CATALOGING					
PER VOLUME PROCESSED	0	0.0	0.0	0.0	0.0
PER CARD SET	0	0.0	0.0	0.0	0.0
PER ENTRY IN CATALOG	0	0.0	0.0	0.0	0.0
ACQUISITIONS					
PER VOLUME ORDERED	1	0.0	0.0	0.0	0.0
INTER - LIBRARY LOAN					
PER FILLED REQUEST	0	0.0	0.0	0.0	0.0
PER UNFILLED REQUEST	0	0.0	0.0	0.0	0.0
PER REQUEST FOR LOC INFO	0	0.0	0.0	0.0	0.0
OTHER	2	40135.00	70.00	80200.00	40065.00
SOURCE OF REIMBURSEMENT	NUMBER OF LIBRARIES RECEIVING	AVERAGE	PERCENTAGE LOW	HIGH	STD DEV
STATE LIBRARIES	4	100.00%	100.00%	100.00%	0.0
PARTICIPATING LIBRARIES	2	65.50%	31.00%	100.00%	34.5
OTHER	1	69.00%	69.00%	69.00%	0.0

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE AVERAGE	OVER LAST LOW	YEAR'S HIGH	EXPENDITURES STD DEV
TOTAL OPERATING	8	17509.	4419.	43791.	13450.	7	2433.	434.	8155.	2623.
SALARIES AND FRINGE BENEFITS	8	16422.	3569.	43291.	13770.	7	1464.	427.	3936.	1192.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	6750.	6750.	6750.	0.	0	0.	0.	0.	0.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	3	110.	50.	200.	65.	2	25.	25.	25.	0.
SUPPLIES	5	210.	50.	500.	156.	4	0.	0.	0.	0.
OTHER OPERATING	1	570.	570.	570.	0.	1	7.	7.	7.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES			STD DEV	NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH			AVERAGE	LOW	HIGH	
TOTAL OPERATING	7	12701.	3945.	39855.	11858.	6	2.99	1.14	7.25	2.50
SALARIES AND FRINGE BENEFITS	7	12463.	3142.	39355.	11785.	6	2.93	0.93	7.16	2.49
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
COMMUNICATIONS	2	128.	80.	175.	48.	2	0.04	0.02	0.06	0.02
SUPPLIES	4	213.	50.	500.	175.	4	0.06	0.02	0.09	0.03
OTHER OPERATING	1	563.	563.	563.	0.	1	0.17	0.17	0.17	0.0

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	7	0.79	0.10	2.20	0.70	7	10312.	1279.	31258.	9832.
OTHER PROFESSIONAL	1	0.25	0.25	0.25	0.0	1	1615.	1615.	1615.	0.
LIBRARY ASSISTANT	4	0.98	0.38	1.75	0.50	4	8032.	3991.	14115.	3746.
CLERK	6	0.84	0.25	1.75	0.50	6	5202.	1698.	10755.	3435.
STUDENT / PAGE	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	5.55	13006.	9748.	15748.	1532.
OTHER PROFESSIONAL	0.25	6460.	6460.	6460.	0.
LIBRARY ASSISTANT	3.92	8186.	6420.	10643.	1316.
CLERK	5.05	6181.	4338.	7273.	925.
STUDENT / PAGE	0.0	0.	0.	0.	0.
OTHER	0.0	0.	0.	0.	0.

338

339

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	VOLUME THROUGHPUT AVERAGE LOW	PER ACQ FTE HIGH STD DEV	NUMBER OF LIBRARIES REPORTING	ACQ SAL \$ AVERAGE LOW	EXP PER VOLUME HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	5.55	6579.28	4400.00 30109.99 4066.05	7	1.74	0.42	2.95 0.84
OTHER PROFESSIONAL	0.25	22000.00	22000.00 22000.00 0.0	1	0.29	0.29	0.29 0.0
LIBRARY ASSISTANT	3.55	5200.00	3142.86 9949.00 2983.95	3	1.91	0.65	2.57 0.90
CLERK	3.90	6801.02	2632.57 19898.00 6161.91	5	1.08	0.24	2.33 0.88
STUDENT / PAGE	0.0	0.0	0.0 0.0 0.0	0	0.0	0.0	0.0 0.0
OTHER	0.0	0.0	0.0 0.0 0.0	0	0.0	0.0	0.0 0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0 0.0 0.0	0	0.0	0.0	0.0 0.0
VOLUNTEER	0.0	0.0	0.0 0.0 0.0	0	0.0	0.0	0.0 0.0
TOTAL	13.25	3506.72	1466.67 13452.00 2690.10	8	2.95	0.88	6.20 1.91

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
C: ORDERING PATTERNS
10 LIBRARIES INCLUDED

MATERIAL TYPE AND/OR SOURCE	NUMBER OF LIBRARIES REPORTING	TOTAL THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH	
MONOGRAPH TITLES	8	5683.	2402.	14175.	3766.
SERIAL TITLES	4	250.	20.	849.	347.
TOTAL TITLES	8	5808.	2402.	14175.	3867.
% STANDING ORDER	8	4.%	1.%	10.%	3.3
% APPROVAL PLAN	3	15.%	4.%	35.%	14.4
% ORDER REQUEST	8	79.%	10.%	98.%	28.2
% GIFT/EXCHANGE	8	3.%	1.%	5.%	1.4
% OTHER	1	77.%	77.%	77.%	0.0
YEAR IMPRINT					
% 1975-76	10	82.%	60.%	99.%	12.7
% 1969-74	9	15.%	1.%	25.%	8.5
% PRE1969	8	6.%	1.%	17.%	5.1
BACKFILE AND RETROSPECTIVE					
% SERIAL BACKFILE SUPPLEMENT	2	37.0%	9.0%	65.0%	28.0
% MONOGRAPH RETROSPECTIVE COLLECTION DEVELOPMENT	6	22.5%	1.0%	91.0%	31.3

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	8	24507.	7295.	64126.	17178.	7	2774.	601.	6671.	2170.
SALARIES AND FRINGE BENEFITS	8	23106.	6495.	60026.	16314.	7	2703.	601.	6671.	2199.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	500.	500.	500.	0.	1	150.	150.	150.	0.
EQUIPMENT RENTAL	1	3600.	3600.	3600.	0.	1	0.	0.	0.	0.
COMMUNICATIONS	3	110.	50.	200.	65.	2	30.	30.	30.	0.
SUPPLIES	5	1240.	400.	2500.	850.	4	150.	100.	200.	50.
OTHER OPERATING	1	580.	580.	580.	0.	1	17.	17.	17.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	22661.	6241.	58669.	16436.	6	4.72	2.23	11.28	3.26
SALARIES AND FRINGE BENEFITS	7	21195.	5541.	54569.	15482.	6	4.45	2.23	10.49	2.99
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	1	350.	350.	350.	0.	1	0.10	0.10	0.10	0.0
EQUIPMENT RENTAL	1	3600.	3600.	3600.	0.	1	0.69	0.69	0.69	0.0
COMMUNICATIONS	2	125.	80.	170.	45.	1	0.02	0.02	0.02	0.0
SUPPLIES	4	1375.	500.	2300.	785.	3	0.32	0.10	0.59	0.23
OTHER OPERATING	1	563.	563.	563.	0.	1	0.17	0.17	0.17	0.0

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	0.74	0.25	1.00	0.30	10	8245.	2603.	12610.	2928.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	4	1.94	0.50	5.00	1.79	4	17827.	2575.	47814.	17655.
CLERK	7	1.80	0.60	4.00	1.17	7	11754.	3210.	26778.	9064.
STUDENT / PAGE	1	0.38	0.38	0.38	0.0	1	956.	956.	956.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	2	0.72	0.45	1.00	0.27	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	7.42	11104.	8000.	15756.	2314.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	7.75	9201.	5150.	9804.	1113.
CLERK	12.57	6546.	5136.	8131.	1026.
STUDENT / PAGE	0.38	2516.	2516.	2516.	0.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
H: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TITLE AVERAGE	THROUGHPUT LOW	PER CAT FTE HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	CAT AVERAGE	SAL \$ LOW	EXP PER TITLE HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	5.13	6510.24	3350.00	13259.43	3731.91	7	2.01	0.93	3.12	0.68
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	1.75	4893.14	4160.00	6726.00	1159.20	2	1.56	0.77	2.36	0.80
CLERK	10.57	2490.54	1300.00	3906.40	1085.45	5	2.68	1.53	5.15	1.28
STUDENT / PAGE	0.38	30531.57	30531.57	30531.58	0.01	1	0.08	0.08	0.08	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	0.45	25782.21	25782.21	25782.22	0.01	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	18.27	1825.72	904.35	7354.00	1115.61	7	4.38	2.14	8.95	2.02

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE IX: CATALOGING DEPARTMENT.
C: CATALOGING PATTERNS
10 LIBRARIES INCLUDED

TYPE OF MATERIAL	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	HIGH	STD DEV
MONOGRAPH TITLES	7	4611.	1586.	11183.	2880.1
SERIALS TITLES	3	223.	100.	419.	140.1
OTHER TITLES	2	210.	200.	220.	10.0
TOTAL TITLES	7	4766.	1586.	11602.	2981.4
CATALOGING SOURCE					
% LC CAT	5	26.8	1.8	50.8	18.3
% NUC DATA	2	8.8	5.8	10.8	2.5
% CIP DATA	5	57.8	40.8	85.8	17.8
% SECONDARY SOURCE	5	58.8	10.8	90.8	36.9
% ORIG CATALOGING	8	10.8	2.8	15.8	4.5
RELATED DATA					
LAG TIME	9	17.	4.	30.	9.4
BACKLOG	8	711.	25.	3464.	1083.1
CARDS/RECORD ENTRY FOR:					
MONOGRAPH TITLES	7	5.	3.	7.	1.2
SERIALS TITLES	3	4.	3.	5.	0.8
OTHER TITLES	3	5.	2.	8.	2.5
PROOF SLIP SUBSCRIPTIONS					
6 LIBRARIES RESPONDING					
0 AFFIRMATIVE OR 0.0%					
5 NEGATIVE					
1 OTHER RESPONSE					

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	20830.	515.	34015.	12585.	6	2765.	74.	6319.	2362.
SALARIES AND FRINGE BENEFITS	7	19214.	505.	34015.	11925.	6	2305.	74.	6319.	2060.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	0	0.	0.	0.	0.	0	0.	0.	0.	0.
EQUIPMENT RENTAL	1	200.	200.	200.	0.	1	0.	0.	0.	0.
COMMUNICATIONS	3	2277.	90.	5750.	2485.	2	2550.	2550.	2550.	0.
SUPPLIES	5	742.	10.	2000.	712.	4	200.	200.	200.	0.
OTHER OPERATING	1	570.	570.	570.	0.	1	7.	7.	7.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	6	16981.	441.	30220.	11238.	6	3.72	0.30	7.68	1.44
SALARIES AND FRINGE BENEFITS	6	16055.	431.	29720.	10917.	6	3.51	0.29	6.49	1.44
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
EQUIPMENT RENTAL	1	200.	200.	200.	0.	1	0.23	0.23	0.23	0.0
COMMUNICATIONS	2	1640.	80.	3200.	1560.	2	0.34	0.09	0.36	0.08
SUPPLIES	4	378.	10.	800.	300.	4	0.09	0.01	0.23	0.04
OTHER OPERATING	1	563.	563.	563.	0.	1	0.65	0.65	0.65	0.0

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	7	0.50	0.05	1.13	0.38	7	5536.	452.	12900.	4411.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	6	1.04	1.00	1.25	0.09	6	8063.	6000.	10303.	1400.
CLERK	6	1.31	0.50	2.75	0.83	6	7517.	3200.	14492.	4425.
STUDENT / PAGE	1	0.25	0.25	0.25	0.0	1	1274.	1274.	1274.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	2	1.13	0.50	1.75	0.63	0	0.	0.	0.	0.
VOLUNTEER	1	0.20	0.20	0.20	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	3.47	11151.	8464.	12900.	1544.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	6.25	7740.	6000.	9320.	990.
CLERK	7.85	5745.	5270.	6804.	485.
STUDENT / PAGE	0.25	5096.	5096.	5096.	0.
OTHER	350	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
4: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	REQUEST AVERAGE	LOW	PER ILL FTE HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	ILL SAL \$ AVERAGE	LOW	ANNUAL PER REQUEST HIGH	STD DEV
PROFESSIONAL LIBRARIAN	3.47	10239.14	3488.00	29760.00	8267.20	7	1.41	0.30	3.01	1.06
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	6.25	6352.16	3117.00	8170.00	1687.01	6	1.32	0.90	1.92	0.36
CLEK	7.85	3478.34	1744.00	11107.50	2757.53	6	1.91	0.49	3.67	1.03
STUDENT / PAGE	0.25	31352.00	31352.00	31352.00	0.0	1	0.16	0.16	0.16	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	2.25	835.56	224.00	2976.00	1144.12	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.20	26534.98	26534.98	26535.00	0.02	0	0.0	0.0	0.0	0.0
TOTAL	20.27	2189.74	224.00	38 4.71	1058.31	9	3.26	0.30	6.44	1.71

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
C: VOLUME OF BORROWING REQUESTS

BORROWING REQUESTS		NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUME HIGH	STD DEV
TOTAL	REQUESTS	10	2412.	266.	7391.	2243.
NUMBER	FILLED	9	2305.	246.	7100.	2227.
FILL	RATE	9	89.0%	56.4%	100.0%	13.1%
%	FILLED LOCALLY	7	44.4%	1.0%	97.0%	31.6%
%	FILLED IN STATE	9	67.2%	2.0%	98.0%	34.9%

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
D: NUMBER OF INSTITUTIONS QUERIED

STRATA	LIBRARIES REPORTING		PERCENT
	TOTAL	THIS STRATA	
1.0-1.4	9	7.	77.8%
1.5-1.9	9	1.	11.1%
2.0-2.4	9	0.	0.0%
2.5-2.9	9	1.	11.1%
3.0-3.4	9	0.	0.0%
3.5-3.9	9	0.	0.0%
4.0-4.4	9	0.	0.0%
4.5-4.9	9	0.	0.0%
5.0-5.4	9	0.	0.0%
MODE	1.0-1.4		
AVERAGE	1.2		

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
E: TIME REQUIRED TO FILL A REQUEST

SOURCE	NUMBER OF LIBRARIES REPORTING	AVERAGE DAYS			STD DEV
		AVERAGE	LOW	HIGH	
THROUGH A BIB CENTER	7	35.	10.	99.	30.
FROM A LIBRARY LOCALLY	8	10.	2.	53.	16.
ELSEWHERE IN STATE	9	10.	5.	20.	5.
ADJOINING STATES	6	22.	5.	60.	18.
ELSEWHERE	5	16.	7.	30.	7.
OVERALL	9	18.	10.	35.	9.

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
F: VERIFICATION

7 LIBRARIES OF 8 LIBRARIES RESPONDING NORMALLY VERIFY BORROWING REQUESTS
OR 87.5%

3 LIBRARIES OF 9 LIBRARIES RESPONDING NORMALLY VERIFY LENDING REQUESTS
OR 33.3%

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
G: FREQUENCY OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	AVERAGE	FREQUENCY IN TABLE LOW HIGH		STD DEV	AVERAGE	PLACE IN TABLE LOW HIGH		STD DEV
LARGE	ACADEMIC	0	0	0.	0.	0.	0.	0.	0.	0.	0.
LIBRARY											
STATE	LIBRARY	4	4	1.	1.	1.	0.	1.	1.	1.	0.
LARGE	PUBLIC	2	2	1.	1.	1.	0.	6.	2.	9.	4.
LIBRARY											
OTHER	REGIONAL	6	15	3.	1.	5.	2.	5.	1.	9.	3.
LIBRARY											
OTHER	ACADEMIC	2	2	1.	1.	1.	0.	9.	7.	10.	2.
LIBRARY											
OTHER	PUBLIC	7	32	5.	1.	10.	3.	5.	1.	10.	2.
LIBRARY											
BIBLIOGRAPHIC		3	3	1.	1.	1.	0.	2.	1.	2.	0.
CENTER											
SPECIAL	LIBRARY	0	0	0.	0.	0.	0.	0.	0.	0.	0.
OTHER	LIBRARY	0	0	0.	0.	0.	0.	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
H: FREQUENCY OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LARGE	ACADEMIC	1	1	1.	1.	1.	0.	7.	7.	7.	0.
LIBRARY											
STATE	LIBRARY	8	8	1.	1.	1.	0.	2.	1.	2.	1.
LARGE	PUBLIC	4	4	1.	1.	1.	0.	6.	2.	10.	3.
LIBRARY											
OTHER	REGIONAL	5	18	4.	1.	5.	2.	6.	2.	9.	2.
LIBRARY											
OTHER	ACADEMIC	4	7	2.	1.	3.	1.	5.	1.	9.	2.
LIBRARY											
OTHER	PUBLIC	7	22	3.	1.	7.	2.	7.	2.	10.	3.
LIBRARY											
BIBLIOGRAPHIC		4	4	1.	1.	1.	0.	4.	1.	10.	4.
CENTER											
SPECIAL	LIBRARY	0	0	0.	0.	0.	0.	0.	0.	0.	0.
OTHER	LIBRARY	0	0	0.	0.	0.	0.	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
LIBRARIES INCLUDED
I: LOCATION OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	7	33	5.	1.	9.	3.	5.	1.	10.	3.
ELSEWHERE		7	22	3.	2.	6.	2.	4.	1.	10.	3.
	IN STATE										
ADJOINING	STATES	2	2	1.	1.	1.	0.	2.	2.	2.	0.
OTHER	WESTERN	1	1	1.	1.	1.	0.	1.	1.	1.	0.
	STATES										
OTHER	EASTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
	STATES										

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
J: LOCATION OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	AVERAGE	FREQUENCY IN TABLE		STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
					LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	8	30	4.	1.	10.	4.	5.	1.	10.	3.
ELSEWHERE		6	31	5.	2.	9.	3.	4.	1.	10.	3.
	IN STATE										
ADJOINING	STATES	2	2	1.	1.	1.	0.	6.	1.	10.	5.
OTHER	WESTERN	1	1	1.	1.	1.	0.	1.	1.	1.	0.
	STATES										
OTHER	EASTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
	STATES										

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT

10 LIBRARIES INCLUDED

K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	1	25.	25.	25.	0.	0.4%	0.4%	0.4%	0.0
PERIODICALS	5	96.	13.	200.	63.	99.1%	95.5%	100.0%	1.8
MICROFORMS	2	17.	3.	30.	14.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	2	9.	3.	14.	6.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	6	92.	6.	244.	82.	4.2%	0.3%	13.2%	4.2

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	7	2585.	33.	6914.	2373.	99.9%	99.6%	100.0%	0.1
PERIODICALS	1	5.	5.	5.	0.	4.5%	4.5%	4.5%	0.0
MICROFORMS	3	115.	10.	297.	129.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	2	23.	15.	30.	8.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	3	28.	23.	37.	6.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	2653.	240.	6969.	2347.	96.4%	86.8%	100.0%	4.2

TABLE X: INTERLIBRARY LOAN DEPARTMENT
K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	7	2588.	33.	6939.	2379.	100.0%	100.0%	100.0%	0.0
PERIODICALS	5	97.	13.	200.	64.	100.0%	100.0%	100.0%	0.0
MICROFORMS	5	75.	3.	297.	111.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	2	23.	15.	30.	8.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	5	20.	3.	37.	11.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	2732.	246.	7100.	2370.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED

L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
PERIODICALS	2	158.	137.	179.	21.	100.0%	100.0%	100.0%	0.0
MICROFORMS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
AUDIO/VISUAL	1	15.	15.	15.	0.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	3	110.	15.	179.	70.	17.7%	1.1%	30.5%	12.3

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	7	645.	18.	1327.	498.	100.0%	100.0%	100.0%	0.0
PERIODICALS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
MICROFORMS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	2	11.	4.	18.	7.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	648.	18.	1327.	501.	92.4%	69.5%	100.0%	11.9

TABLE X: INTERLIBRARY LOAN DEPARTMENT
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	7	645.	18.	1327.	498.	100.0%	100.0%	100.0%	0.0
PERIODICALS	2	158.	137.	179.	21.	100.0%	100.0%	100.0%	0.0
MICROFORMS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
AUDIO/VISUAL	1	15.	15.	15.	0.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	2	11.	4.	18.	7.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	695.	18.	1342.	491.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	8	62240.	10668.	232542.	68125.	7	3748.	-5724.	17874.	6574.
SALARIES AND FRINGE BENEFITS	8	39834.	9768.	101079.	27845.	7	3554.	968.	8981.	2434.
AUTOMATED SYSTEMS	1	8500.	8500.	8500.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	12377.	12377.	12377.	0.	0	0.	0.	0.	0.
EQUIPMENT RENTAL	3	3100.	100.	9000.	4172.	2	10.	10.	10.	0.
COMMUNICATIONS	6	3505.	80.	12502.	4564.	5	254.	-38.	750.	353.
SUPPLIES	6	2839.	50.	10584.	3736.	5	352.	20.	1161.	473.
OTHER OPERATING	5	22201.	570.	78500.	28604.	4	-205.	-9787.	7943.	6319.

380

381

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES			STD DEV
		AVERAGE	LOW	HIGH	
TOTAL OPERATING	7	34162.	9693.	67995.	20843.
SALARIES AND FRINGE BENEFITS	7	27530.	8800.	52438.	14698.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	0	0.	0.	0.	0.
EQUIPMENT RENTAL	2	145.	90.	200.	55.
COMMUNICATIONS	5	1554.	80.	5500.	2074.
SUPPLIES	5	1009.	50.	2839.	1121.
OTHER OPERATING	4	8332.	563.	19477.	6991.

A: SURVEY OF 100 LIBRARIES, OTHER REGIONAL STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	9	1.22	0.75	2.00	0.43	9	18471.	8773.	35820.	7598.
OTHER PROFESSIONAL	1	1.00	1.00	1.00	0.0	1	12288.	12288.	12288.	0.
LIBRARY ASSISTANT	4	1.00	1.00	1.00	0.0	4	9807.	7512.	12468.	1818.
CLERK	3	1.13	0.90	1.50	0.26	3	8102.	5947.	9264.	1526.
STUDENT / PAGE	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	11.00	15112.	10800.	19960.	3093.
OTHER PROFESSIONAL	1.00	12288.	12288.	12288.	0.
LIBRARY ASSISTANT	4.00	9807.	7512.	12468.	1818.
CLERK	3.40	7149.	6176.	9096.	1269.
STUDENT / PAGE	0.0	0.	0.	0.	0.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. OTHER REGIONAL STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TOTAL LIBRARY FTE		PER ADM FTE		NUMBER OF LIBRARIES REPORTING	ADM SAL \$ EXP		ANNUAL PER TOTAL LIBRARY FTE	
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	11.00	32.66	8.00	89.25	24.67	9	734.97	223.64	1350.00	404.93
OTHER PROFESSIONAL	1.00	67.00	67.00	67.00	0.0	1	183.40	183.40	183.40	0.0
LIBRARY ASSISTANT	4.00	69.63	40.00	89.25	18.90	4	150.85	112.12	224.72	45.40
CLERK	7.40	46.99	11.67	82.25	26.43	3	271.75	110.59	566.38	208.64
STUDENT / PAGE	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	19.40	18.52	5.53	44.63	10.87	9	912.97	338.60	1777.14	424.14

OTHER PUBLIC LIBRARY

STRATUM

387

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE 1: HOLDINGS DISTRIBUTION
17 LIBRARIES INCLUDED

17 LIBRARIES INCLUDED												
TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING		TITLES		STD DEV	GROWTH	NUMBER OF LIBRARIES REPORTING	VOLUMES		STD DEV	GROWTH	
	AVERAGE	LOW	HIGH	AVERAGE				LOW	HIGH			
BOOKSTOCK	16	46410	5260	292675	72553.	0.04	16	94256	6360	773959	185587.	0.04
ROUND PERIODICALS	10	88	1	861	258.	0.01	8	1897	29	14139	4628.	0.13
MICROFORM BOOKS	7	68	1	200	93.	0.0	0	0	0	0	0.	0.0
MICROFORM PERIODICALS	7	500	4	1582	654.	0.18	0	0	0	0	0.	0.0
PRINTED GOVERNMENT DOCUMENTS	4	55775	30	334031	124439.	0.15	0	0	0	0	0.	0.0
AUDIO / VISUAL MATERIALS	14	33987	135	519467	125394.	0.14	0	0	0	0	0.	0.0
OTHER	8	34779	65	237685	77387.	0.06	0	0	0	0	0.	0.0

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	VOLUME TO TITLE RATIO		STD DEV
		AVERAGE	LOW HIGH	
BOOKSTOCK	14	1.32:1	1.00:1 2.68:1	0.46
ROUND PERIODICALS	7	42.53:1	16.42:1 93.33:1	23.56

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE II: STAFFING DISTRIBUTION, ENTIRE LIBRARY
17 LIBRARIES INCLUDED

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	15	7.01	0.50	58.10	14.32	13	87338.	3600.	879197.	231937.
OTHER PROFESSIONAL	3	1.25	0.75	2.00	0.54	2	19218.	5148.	33288.	14070.
LIBRARY ASSISTANT	10	8.55	0.50	35.70	10.64	7	88106.	2419.	392096.	131471.
CLERK	9	7.37	0.10	48.95	14.95	7	67002.	515.	451817.	157108.
STUDENT / PAGE	8	8.57	0.02	37.85	11.98	6	54067.	88.	284783.	103456.
OTHER	2	1.22	0.45	2.00	0.77	1	620.	620.	620.	0.
STAFF PAID BY OUTSIDE SOURCES	9	7.87	0.25	55.00	16.76	0	0.	0.	0.	0.
VOLUNTEER	3	4.83	0.50	12.00	5.10	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE			NUMBER OF LIBRARIES REPORTING	AVERAGE	FRINGE BENEFIT RATES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	91.40	13948.	4160.	15132.	2781.	10	18.56%	7.00%	40.40%	9.03
OTHER PROFESSIONAL	2.75	13977.	6864.	16644.	4356.	2	12.30%	8.60%	16.00%	3.70
LIBRARY ASSISTANT	62.20	9915.	2419.	10983.	1698.	6	21.62%	8.60%	40.40%	9.63
CLERK	52.35	8959.	3045.	9230.	1069.	5	14.08%	6.00%	22.30%	5.97
STUDENT / PAGE	45.88	7071.	2582.	7524.	1056.	1	16.00%	16.00%	16.00%	0.0
OTHER	0.45	1378.	1378.	1378.	0.	0	0.0 %	0.0 %	0.0 %	0.0

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	1	1	36.	36.	36.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	12.	12.	12.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	1	10.	10.	10.	0.
4. PRODUCING ORDERS FOR MATERIALS	1	1	24.	24.	24.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	1	1	10.	10.	10.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	1	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	1	1	10.	10.	10.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	1	20.	20.	20.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	1	5.	5.	5.	0.
10. OTHER ACQUISITION PRODUCTS	0	0	0.	0.	0.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	2	1	24.	24.	24.	0.
13. PRODUCING CATALOGING COPY	3	1	130.	130.	130.	0.
14. PRODUCTION OF CATALOG CARDS	8	5	1180.	255.	3000.	992.
15. PRODUCTION OF BOOK CATALOG	0	0	0.	0.	0.	0.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	5	0	0.	0.	0.	0.
18. CATALOG AUTHORITY CONTROL	0	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	1	1	1.	1.	1.	0.
21. PRODUCING CATALOGING COST STATISTICS	3	1	1.	1.	1.	0.
22. OTHER CATALOGING PRODUCTS	2	2	10047.	94.	20000.	9953.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	2	15.	15.	15.	0.
24. LOCATING HOLDING LIBRARIES	3	0	0.	0.	0.	0.
25. COMMUNICATING REQUESTS TO LIBRARIES	4	1	20.	20.	20.	0.
26. MONITORING STATUS OF ILL REQUESTS	3	1	5.	5.	5.	0.
27. PAYING FOR ILL SERVICES	3	1	1.	1.	1.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	2	1	30.	30.	30.	0.
29. MONITORING THE STATUS OF LOANS	2	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	1	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	2	1	10.	10.	10.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	1	1	20.	20.	20.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	3	55.	4.	95.	38.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	3	1	1.	1.	1.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	3	1	4.	4.	4.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	0	0	0.	0.	0.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	3	0	0.	0.	0.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT

17 LIBRARIES INCLUDED

5 LIBRARIES USING NO OUTSIDE SUPPORT

9 LIBRARIES USING OUTSIDE SUPPORT

2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	2.	2.	2.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	1	2.	2.	2.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	1	50.	50.	50.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	1	10.	10.	10.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	1	1	25.	25.	25.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	2	0	0.	0.	0.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	3	1	20.	20.	20.	0.
51. PERIODIC, ON-GOING SEARCHES	1	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	2	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	1	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	2	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	2	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	2	1	4.	4.	4.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	2	1	100.	100.	100.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST \$ HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	1	1	108.	108.	108.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	36.	36.	36.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	1	30.	30.	30.	0.
4. PRODUCING ORDERS FOR MATERIALS	1	1	72.	72.	72.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	1	1	30.	30.	30.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	1	1	30.	30.	30.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	1	1	40.	40.	40.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	1	15.	15.	15.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	0	0.	0.	0.	0.
10. OTHER ACQUISITION PRODUCTS	0	0	0.	0.	0.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.	0.	0.	0.
12. SEARCHING FOR CATALOGING DATA	2	1	60.	60.	60.	0.
13. PRODUCING CATALOGING COPY	3	1	300.	300.	300.	0.
14. PRODUCTION OF CATALOG CARDS	8	5	708.	189.	2370.	835.
15. PRODUCTION OF BOOK CATALOG	0	0	0.	0.	0.	0.
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	5	0	0.	0.	0.	0.
18. CATALOG AUTHORITY CONTROL	0	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.	0.	0.	0.
20. PRODUCING CATALOGING VOLUME STATISTICS	1	1	2.	2.	2.	0.
21. PRODUCING CATALOGING COST STATISTICS	3	2	2.	1.	2.	1.
22. OTHER CATALOGING PRODUCTS	2	2	1537.	74.	3000.	1463.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	2	62.	45.	78.	17.
24. LOCATING HOLDING LIBRARIES	3	0	0.	0.	0.	0.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	4	1	60.	60.	60.	0.
26. MONITORING STATUS OF ILL REQUESTS	3	1	12.	12.	12.	0.
27. PAYING FOR ILL SERVICES	3	1	3.	3.	3.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	2	1	90.	90.	90.	0.
29. MONITORING THE STATUS OF LOANS	2	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	1	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	2	1	30.	30.	30.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	1	1	60.	60.	60.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	3	504.	12.	889.	366.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	3	1	3.	3.	3.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	3	1	12.	12.	12.	0.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	0	0	0.	0.	0.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	3	1	2.	2.	2.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 5 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.	0.	0.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	6.	6.	6.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	1	6.	6.	6.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	1	100.	100.	100.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	1	25.	25.	25.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	1	1	75.	75.	75.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	2	2	63.	5.	120.	58.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	3	1	60.	60.	60.	0.
51. PERIODIC, ON-GOING SEARCHES	1	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	2	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	1	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	2	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	2	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	2	1	12.	12.	12.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS OR PRODUCTS	2	2	5881.	636.	11125.	5245.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$ LOW	HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	1	1	3.00	3.00	3.00	0.0
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	3.00	3.00	3.00	0.0
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	1	3.00	3.00	3.00	0.0
4. PRODUCING ORDERS FOR MATERIALS	1	1	3.00	3.00	3.00	0.0
5. PRODUCING CLAIM/CANCEL NOTICES	1	1	3.00	3.00	3.00	0.0
6. ENCUMBRANCE OF BUDGETED FUNDS	1	0	0.0	0.0	0.0	0.0
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	1	1	4.00	4.00	4.00	0.0
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	1	0.75	0.75	0.75	0.0
9. PERIODIC STATISTICS ON ACQUISITIONS	1	0	0.0	0.0	0.0	0.0
10. OTHER ACQUISITION PRODUCTS	0	0	0.0	0.0	0.0	0.0
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	0	0	0.0	0.0	0.0	0.0
12. SEARCHING FOR CATALOGING DATA	2	1	2.50	2.50	2.50	0.0
13. PRODUCING CATALOGING COPY	3	1	2.31	2.31	2.31	0.0
14. PRODUCTION OF CATALOG CARDS	8	5	0.56	0.30	0.79	0.19
15. PRODUCTION OF BOOK CATALOG	0	0	0.0	0.0	0.0	0.0
16. PRODUCTION OF MICROFORM CATALOG	0	0	0.0	0.0	0.0	0.0
17. PRODUCTION OF SHELF PREPARATION MATERIALS	5	0	0.0	0.0	0.0	0.0
18. CATALOG AUTHORITY CONTROL	0	0	0.0	0.0	0.0	0.0
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	0	0	0.0	0.0	0.0	0.0
20. PRODUCING CATALOGING VOLUME STATISTICS	1	1	2.00	2.00	2.00	0.0
21. PRODUCING CATALOGING COST STATISTICS	3	1	2.00	2.00	2.00	0.0
22. OTHER CATALOGING PRODUCTS	2	2	0.47	0.15	0.79	0.32

404

405

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$		STD DEV
				LOW	HIGH	
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	3	2	4.10	3.00	5.20	1.10
24. LOCATING HOLDING LIBRARIES	3	0	0.0	0.0	0.0	0.0
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	4	1	3.00	3.00	3.00	0.0
26. MONITORING STATUS OF ILL REQUESTS	3	1	2.40	2.40	2.40	0.0
27. PAYING FOR ILL SERVICES	3	1	3.00	3.00	3.00	0.0
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	2	1	3.00	3.00	3.00	0.0
29. MONITORING THE STATUS OF LOANS	2	0	0.0	0.0	0.0	0.0
30. BILLING FOR ILL SERVICES	1	0	0.0	0.0	0.0	0.0
31. PERIODIC ILL STATISTICS	2	1	3.00	3.00	3.00	0.0
32. OTHER ILL PRODUCTS (SPECIFY)	1	1	3.00	3.00	3.00	0.0
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	3	3	7.16	3.00	9.36	2.95
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	3	1	3.00	3.00	3.00	0.0
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	3	1	3.00	3.00	3.00	0.0
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.0	0.0	0.0	0.0
37. SERIALS CHECK-IN OF ISSUES	0	0	0.0	0.0	0.0	0.0
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	3	0	0.0	0.0	0.0	0.0
39. OTHER SERIALS ORIENTED PRODUCTS	0	0	0.0	0.0	0.0	0.0

TABLE III: PROCESSING AND REFERENCE SUPPORT
 17 LIBRARIES INCLUDED
 6 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 2 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$ LOW	HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.0	0.0	0.0	0.0
41. IDENTIFICATION OF CIRCULATING MATERIALS	0	0	0.0	0.0	0.0	0.0
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	3.00	3.00	3.00	0.0
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	1	3.00	3.00	3.00	0.0
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	1	2.00	2.00	2.00	0.0
45. COMPUTING FINES FOR OVERDUE MATERIALS	1	1	2.50	2.50	2.50	0.0
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.0	0.0	0.0	0.0
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	1	1	3.00	3.00	3.00	0.0
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.0	0.0	0.0	0.0
49. OTHER CIRCULATION PRODUCTS	2	0	0.0	0.0	0.0	0.0
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	3	1	3.00	3.00	3.00	0.0
51. PERIODIC, ON-GOING SEARCHES	1	0	0.0	0.0	0.0	0.0
52. PRODUCING PRINTED CITATIONS	2	0	0.0	0.0	0.0	0.0
53. BILLING FOR DATA BASE SERVICES	1	0	0.0	0.0	0.0	0.0
54. PRODUCTION OF USE STATISTICS	2	0	0.0	0.0	0.0	0.0
55. PRODUCTION OF COST STATISTICS	2	0	0.0	0.0	0.0	0.0
56. OTHER REFERENCE PRODUCTS (SPECIFY)	2	1	3.00	3.00	3.00	0.0
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	2	1	6.36	6.36	6.36	0.0

TABLE IV: UNIQUE COMPUTER SUPPORT
17 LIBRARIES INCLUDED

SYSTEM FUNCTION	NUMBER OF LIBRARIES REPORTING	COST OF DEVELOPMENT				NUMBER OF LIBRARIES REPORTING	COST OF ANNUAL MAINTENANCE			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
CIRCULATION	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACQUISITIONS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
INTER - LIBRARY LOAN	0	0.	0.	0.	0.	0	0.	0.	0.	0.
SERIALS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
INVENTORY CONTROL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
CATALOGING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
PROCESSING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACCOUNTING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

TABLE V: EQUIPMENT AND COMMUNICATIONS COSTS
17 LIBRARIES INCLUDED

EQUIPMENT CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	ANNUAL COSTS		STD DEV
					HIGH	
1. COPYING	2	9020.	40.	18000.	8980.	
2. TELEX	0	0.	0.	0.	0.	
3. TELETYPE, TWX	2	1188.	1176.	1200.	12.	
4. DATATEL	0	0.	0.	0.	0.	
5. OTHER TELETYPE SERVICE	0	0.	0.	0.	0.	
6. FAX	0	0.	0.	0.	0.	
7. DATAPHONE	0	0.	0.	0.	0.	
8. CRT	0	0.	0.	0.	0.	
9. LINE CHARGES TO COMPUTER	1	240.	240.	240.	0.	
10. TELEPHONE OTHER THAN ABOVE	4	2924.	20.	25000.	7806.	
11. OTHER COMMUNICATIONS COSTS	6	3222.	10.	15000.	5416.	
12. TOTAL	10	6630.	90.	59200.	17581.	

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VI: BUDGET AND EXPENDITURE PATTERNS,
17 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL LIBRARY		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
CAPITAL EXPENDITURE	11	6797.	360.	30000.	8223.	7	-297.	-2339.	2659.	1462.
TOTAL MATERIALS	15	55182.	2143.	491980.	121219.	13	13349.	-3400.	161980.	42985.
BOOKSTOCK	12	21194.	2000.	91486.	28642.	10	552.	-4250.	7515.	2705.
PERIODICALS	10	3904.	200.	15000.	5303.	7	168.	-184.	500.	268.
MICROFORM	2	2000.	1000.	3000.	1000.	1	500.	500.	500.	0.
GOVERNMENT DOCUMENTS	1	200.	200.	200.	0.	0	0.	0.	0.	0.
AUDIO - VISUAL	7	3301.	100.	9000.	3414.	3	-5.	-150.	155.	125.
OTHER MATERIALS	5	1989.	175.	7000.	2574.	1	69.	69.	69.	0.
TOTAL OPERATING	15	291285.	8663.	2560701.	637651.	13	70390.	-6985.	738043.	194570.
SALARIES AND FRINGE BENEFITS	15	267995.	5800.	2488295.	615908.	12	66970.	-894.	665637.	181743.
AUTOMATED SYSTEMS	1	45000.	45000.	45000.	0.	1	0.	0.	0.	0.
OTHER SUPPORT SERVICES	5	3627.	1800.	5370.	1247.	4	-139.	-5140.	3432.	3173.
EQUIPMENT RENTAL	3	12605.	2000.	18000.	7499.	2	100.	100.	100.	0.
COMMUNICATIONS	9	5730.	171.	41200.	12618.	6	-302.	-4761.	2200.	2128.
SUPPLIES	14	3228.	200.	17000.	4463.	12	-482.	-9403.	1835.	2874.
OTHER OPERATING	13	11665.	100.	78357.	21157.	10	3765.	-10510.	22679.	8609.
TOTAL LIBRARY BUDGET	15	351453.	12576.	3063611.	760691.	13	110906.	-9045.	910953.	247867.

413

0 LIBRARIES INDICATING NEW BUILDING INCLUDED IN CAPITAL BUDGET

222

414

A: SURVEY OF 100 LIBRARIES: OTHER PUBLIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
17 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	6	16.37%	0.56%	25.57%	7.65	5	7.47%	2.02%	17.30%	5.54
SALARIES AND FRINGE BENEFITS	6	18.44%	6.86%	30.00%	8.62	5	8.71%	2.08%	20.00%	6.38
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	1	11.10%	11.10%	11.10%	0.0	1	11.10%	11.10%	11.10%	0.0
EQUIPMENT RENTAL	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
COMMUNICATIONS	1	100.00%	100.00%	100.00%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
SUPPLIES	2	17.50%	10.00%	25.00%	7.50	1	37.50%	37.50%	37.50%	0.0
OTHER OPERATING	1	32.11%	32.11%	32.11%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
TOTAL LIBRARY BUDGET	6	13.56%	5.57%	20.57%	5.93	5	6.27%	1.69%	14.98%	4.85

A: SURVEY OF 100 LIBRARIES. OTHER PUBLIC STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
17 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO:			
		AVERAGE	CATALOGING LOW	HIGH	STD DEV		AVERAGE	SERIALS LOW	HIGH	STD DEV
TOTAL OPERATING	5	4.11%	2.25%	20.44%	6.53	4	2.25%	0.25%	3.77%	1.42
SALARIES AND FRINGE BENEFITS	5	9.62%	2.57%	25.00%	8.07	4	2.63%	0.32%	4.69%	1.74
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	2	55.55%	11.10%	100.00%	44.45	0	0.0 %	0.0 %	0.0 %	0.0
EQUIPMENT RENTAL	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
COMMUNICATIONS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
SUPPLIES	1	25.00%	25.00%	25.00%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER OPERATING	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
TOTAL LIBRARY BUDGET	5	6.90%	1.92%	17.70%	5.73	4	1.80%	0.22%	2.89%	1.10

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VIIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
17 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: INTER - LIBRARY LOAN				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: MATERIALS FINISHING				STD DEV
		AVERAGE	LOW	HIGH	AVERAGE			LOW	HIGH			
TOTAL OPERATING	6	3.13%	0.12%	8.06%	2.63	5	6.34%	0.78%	15.91%	6.41		
SALARIES AND FRINGE BENEFITS	6	4.05%	0.15%	12.00%	3.92	5	7.06%	0.89%	18.24%	7.18		
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0		
OTHER SUPPORT SERVICES	0	0.0 %	0.0 %	0.0 %	0.0	1	11.08%	11.08%	11.08%	0.0		
EQUIPMENT RENTAL	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0		
COMMUNICATIONS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0		
SUPPLIES	2	8.75%	7.57%	10.00%	1.25	2	27.50%	5.00%	50.00%	22.50		
OTHER OPERATING	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0		
TOTAL LIBRARY BUDGET	6	2.63%	0.11%	6.99%	2.26	5	5.08%	0.69%	11.72%	4.97		

TABLE VII: REGIONAL LIBRARY SUMMARY

17 LIBRARIES INCLUDED

A: SERVICES PROVIDED BY REGIONAL LIBRARIES

TYPE OF SERVICE	NUMBER IN THIS STRATUM PROVIDING REGIONAL SERVICE	NUMBER IN THIS STRATUM PROVIDING THIS SERVICE	PERCENT PROVIDING THIS SERVICE
ACQUISITIONS			
1. MAINTAIN STANDING ORDERS	3	0	0.0%
2. PAYMENT PROCESSING	3	0	0.0%
3. COLLECTION DEVELOPMENT	3	1	33.3%
4. CLAIM BACKORDERED ITEMS	3	0	0.0%
5. RETURNS	3	0	0.0%
6. CANCELLATIONS	3	0	0.0%
7. OTHER	3	0	0.0%
CATALOGING			
8. PRODUCE CARD SETS	3	0	0.0%
9. PHYSICAL PROCESSING	3	0	0.0%
10. PROVIDE CATALOGING COPY	3	0	0.0%
11. PRODUCE CATALOGS	3	0	0.0%
12. OTHER	3	0	0.0%
INTER - LIBRARY LOAN			
13. PROVIDE LOCATIONS	3	0	0.0%
14. VERIFICATION	3	0	0.0%
15. ACT AS SWITCHING CENTER	3	0	0.0%
16. OTHER	3	0	0.0%
REFERENCE			
17. DATA BASE SEARCHES	3	0	0.0%
18. REFERRAL SERVICES	3	2	66.7%
19. OTHER	3	1	33.3%
OTHER			
20. MAINTAIN A UNION CATALOG	3	0	0.0%
21. OTHER REGIONAL SERVICES	3	1	33.3%
NONE			
22. NO REGIONAL SERVICES	3	0	0.0%

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY

17 LIBRARIES INCLUDED

B: TYPES OF LIBRARIES SUPPORTED

TYPE OF LIBRARY	NUMBER OF LIBRARIES REPORTING	AVERAGE	NUMBER OF LIBRARIES SUPPORTED		STD DEV
			LOW	HIGH	
PUBLIC	3	12.	5.	24.	8.73
ACADEMIC	1	26.	26.	26.	0.0
SCHOOL	1	42.	42.	42.	0.0
SPECIAL	1	81.	81.	81.	0.0
TOTAL	3	61.	5.	173.	78.96

**99. INDICATES 99 OR MORE LIBRARIES SUPPORTED

TABLE VII: REGIONAL LIBRARY SUMMARY
17 LIBRARIES INCLUDED
C: REGIONAL INTERLIBRARY LOAN

REQUESTS	NUMBER OF LIBRARIES REPORTING	AVERAGE	VOLUME DURING THE LAST REPORTING YEAR		STD DEV
			LOW	HIGH	
TOTAL REQUESTS	0	0.	0.	0.	0.
FILLED REQUESTS	0	0.	0.	0.	0.
FILL RATE	0	0.%	0.%	0.%	0.0
% FILLED FROM LIBRARY	0	0.%	0.%	0.%	0.0
% FILLED FROM ANOTHER LIBRARY	0	0.%	0.%	0.%	0.0
% FORWARDED TO STATE LIBRARY	0	0.%	0.%	0.%	0.0
% FORWARDED TO LIBRARY OUTSIDE REGION	0	0.%	0.%	0.%	0.0
% FORWARDED TO A BIBLIOGRAPHIC CENTER	0	0.%	0.%	0.%	0.0
% RETURNED TO REQUESTER WITH LOCATION INFORMATION	0	0.%	0.%	0.%	0.0
% RETURNED TO REQUESTER UNFILLED	0	0.%	0.%	0.%	0.0
% UNFILLED	0	0.%	0.%	0.%	0.0

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
17 LIBRARIES INCLUDED
D: REGIONAL CATALOG MAINTENANCE

	NUMBER OF LIBRARIES PROVIDING CATALOG	AVERAGE	CATALOG SIZE, ETC.		STD DEV
			LOW	HIGH	

TYPE OF HOLDINGS					
MONOGRAPHS	0				
SERIALS	0				
OTHER	0				
COMBINED	0				

TITLES	0	0.0	0.0	0.0	0.0
TITLES ADDED	0	0.0	0.0	0.0	0.0
LOCATIONS	0	0.0	0.0	0.0	0.0
LOCATIONS PER TITLE	0	0.0	0.0	0.0	0.0
YEARS IN EXISTENCE	0	0.0	0.0	0.0	0.0

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
17 LIBRARIES INCLUDED

E: REIMBURSEMENT

1 LIBRARIES RECEIVING REIMBURSEMENT

CHARACTERISTICS OF REIMBURSEMENTS	NUMBER OF LIBRARIES RECEIVING	AVERAGE	AMOUNT LOW	HIGH	STD
GENERAL					
SALARIES FOR MOS STAFF	0	0.0	0.0	0.0	0
ANNUAL SUPPLY SUPPLEMENT	0	0.0	0.0	0.0	0
ANNUAL EQUIPMENT SUPPLMT	0	0.0	0.0	0.0	0
ANNUAL STIPEND	0	0.0	0.0	0.0	0
CATALOGING					
PER VOLUME PROCESSED	0	0.0	0.0	0.0	0
PER CARD SET	0	0.0	0.0	0.0	0
PER ENTRY IN CATALOG	0	0.0	0.0	0.0	0
ACQUISITIONS					
PER VOLUME ORDERED	0	0.0	0.0	0.0	0
INTER - LIBRARY LOAN					
PER FILLED REQUEST	0	0.0	0.0	0.0	0
PER UNFILLED REQUEST	0	0.0	0.0	0.0	0
PER REQUEST FOR LOC INFO	0	0.0	0.0	0.0	0
OTHER	2	7500.00	5000.00	10000.00	2500

SOURCE OF REIMBURSEMENT	NUMBER OF LIBRARIES RECEIVING	AVERAGE	PERCENTAGE LOW	HIGH	STD
STATE LIBRARIES	2	100.00%	100.00%	100.00%	
PARTICIPATING LIBRARIES	0	0.0 %	0.0 %	0.0 %	
OTHER	0	0.0 %	0.0 %	0.0 %	

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE AVERAGE	OVER LAST LOW	YEAR'S HIGH	EXPENDITURES STD DEV
TOTAL OPERATING	5	18588.	2392.	51819.	18068.	5	4621.	279.	13862.	4964.
SALARIES AND FRINGE BENEFITS	5	18473.	1888.	51819.	18172.	5	4563.	-10.	13862.	5016.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	499.	499.	499.	0.	1	284.	284.	284.	0.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
SUPPLIES	1	75.	75.	75.	0.	1	5.	5.	5.	0.
OTHER OPERATING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	5	13967.	2080.	37957.	13107.	2	2.22	1.57	4.50	1.22
SALARIES AND FRINGE BENEFITS	5	13910.	1898.	37957.	13159.	2	2.22	1.57	4.50	1.22
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	1	215.	215.	215.	0.	0	0.0	0.0	0.0	0.0
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
COMMUNICATIONS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
SUPPLIES	1	70.	70.	70.	0.	0	0.0	0.0	0.0	0.0
OTHER OPERATING	1	2183.	2183.	2183.	0.	0	0.0	0.0	0.0	0.0

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
17 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	VOLUME THROUGHPUT		PER ACQ FTE		NUMBER OF LIBRARIES REPORTING	ANNUAL		PER VOLUME THROUGHPUT	
		AVERAGE	LOW	HIGH	STD DEV		ACQ SAL \$	EXP PER	VOLUME	THROUGHPUT
							AVERAGE	LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	0.22	43777.25	43777.25	43777.27	0.02	1	0.42	0.42	0.42	0.0
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	1.50	1856.67	1856.67	1856.67	0.0	1	4.93	4.93	4.93	0.0
CLERK	1.02	9442.15	9442.15	9442.15	0.00	1	0.74	0.74	0.74	0.0
STUDENT / PAGE	0.82	11745.12	11745.12	11745.12	0.00	1	0.44	0.44	0.44	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	3.56	3487.64	1856.67	4675.24	1391.74	2	3.26	1.60	4.93	1.66

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
17 LIBRARIES INCLUDED
H: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	3	0.15	0.10	0.22	0.05	3	2221.	708.	4023.	1369.
OTHER PROFESSIONAL	1	0.05	0.05	0.05	0.0	1	584.	584.	584.	0.
LIBRARY ASSISTANT	4	0.88	0.50	1.50	0.41	3	8904.	2392.	13725.	4779.
CLERK	3	1.49	0.50	2.95	1.05	2	17311.	7108.	27514.	10203.
STUDENT / PAGE	2	0.53	0.25	0.82	0.28	2	3082.	1881.	4282.	1201.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	0.45	14973.	5644.	19320.	5832.
OTHER PROFESSIONAL	0.05	11680.	11680.	11680.	0.
LIBRARY ASSISTANT	3.00	8904.	4784.	10596.	1953.
CLERK	3.97	8721.	6969.	9327.	1030.
STUDENT / PAGE	1.07	5760.	5222.	7524.	974.
OTHER	0.0	0.	0.	0.	0.

TABLE VIII: ACQUISITIONS DEPARTMENT
C: ORDERING PATTERNS
17 LIBRARIES INCLUDED

MATERIAL TYPE AND/OR SOURCE	NUMBER OF LIBRARIES REPORTING	TOTAL THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH	
MONOGRAPH TITLES	11	2052.	5.	9631.	3005.
SERIAL TITLES	6	159.	20.	566.	189.
TOTAL TITLES	11	2138.	25.	9631.	2972.
% STANDING ORDER	9	5.8	1.8	15.8	4.3
% APPROVAL PLAN	3	1.8	1.8	2.8	0.5
% ORDER REQUEST	11	83.8	50.8	95.8	13.4
% GIFT/EXCHANGE	13	18.8	1.8	99.8	26.6
% OTHER	4	25.8	2.8	94.8	39.7
YEAR IMPRINT					
% 1975-76	12	63.8	1.8	94.8	32.1
% 1969-74	11	17.8	4.8	50.8	13.7
% PRE1969	9	8.8	2.8	20.8	5.1
BACKFILE AND RETROSPECTIVE					
% SERIAL BACKFILE SUPPLEMENT	3	4.78	2.08	9.08	3.1
% MONOGRAPH RETROSPECTIVE COLLECTION DEVELOPMENT	11	17.98	1.08	80.08	24.5

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	5	50167.	1196.	189624.	72411.	5	13046.	156.	54659.	21079.
SALARIES AND FRINGE BENEFITS	5	48983.	1196.	184254.	70418.	5	11910.	-15.	49289.	19001.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	2	2935.	499.	5370.	2436.	1	284.	284.	284.	0.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
SUPPLIES	1	50.	50.	50.	0.	1	25.	25.	25.	0.
OTHER OPERATING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	5	37122.	1040.	134965.	51519.	4	7.81	1.10	13.14	4.84
SALARIES AND FRINGE BENEFITS	5	37074.	1040.	134965.	51551.	4	7.81	1.10	13.14	4.84
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	1	215.	215.	215.	0.	0	0.0	0.0	0.0	0.0
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
COMMUNICATIONS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
SUPPLIES	1	25.	25.	25.	0.	0	0.0	0.0	0.0	0.0
OTHER OPERATING	1	2615.	2615.	2615.	0.	0	0.0	0.0	0.0	0.0

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
17 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	4	1.53	0.26	4.10	1.53	3	25945.	1496.	61380.	25652.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	5	1.45	0.25	3.00	1.07	4	13148.	1196.	27396.	11374.
CLERK	4	2.81	0.50	7.00	2.56	3	31009.	3345.	64812.	25467.
STUDENT / PAGE	3	0.98	0.50	1.70	0.52	2	6360.	3762.	8958.	2598.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	2	1.38	0.75	2.00	0.63	0	0.	0.	0.	0.
VOLUNTEER	1	0.50	0.50	0.50	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	5.61	13868.	5699.	14971.	2194.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	5.50	9562.	4784.	11236.	1286.
CLERK	10.25	9076.	6690.	9259.	548.
STUDENT / PAGE	2.20	5782.	5269.	7524.	945.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. OTHER PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT
17 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TITLE AVERAGE	THROUGHPUT LOW	PER CAT FTE HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	CAT AVERAGE	SAL \$ LOW	EXP PER TITLE HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	5.35	3720.37	2505.61	7704.80	2200.03	2	3.76	1.55	5.97	2.21
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	5.50	4687.63	1713.00	38524.00	7554.92	4	2.33	0.29	5.33	1.85
CLERK	10.25	2213.56	1467.57	5570.00	1172.65	3	3.36	1.20	6.31	2.16
STUDENT / PAGE	2.20	9047.27	5665.29	20546.00	6236.06	2	0.65	0.37	0.93	0.28
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	2.75	3772.00	133.33	5136.50	2228.22	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.50	20546.00	20546.00	20546.00	0.0	0	0.0	0.0	0.0	0.0
TOTAL	26.55	1079.74	133.33	5570.00	816.61	5	5.64	1.20	14.71	4.87

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE IX: CATALOGING DEPARTMENT,
C: CATALOGING PATTERNS
17 LIBRARIES INCLUDED

TYPE OF MATERIAL	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	HIGH	STD DEV
MONOGRAPH TITLES	13	2514.	5.	10273.	3444.9
SERIALS TITLES	4	201.	13.	600.	238.9
OTHER TITLES	3	415.	20.	1135.	509.9
TOTAL TITLES	13	2671.	100.	10273.	3357.5
CATALOGING SOURCE					
% LC CAT	3	17.5	1.5	30.5	12.0
% NUC DATA	1	9.5	9.5	9.5	0.0
% CIP DATA	11	37.5	5.5	80.5	20.7
% SECONDARY SOURCE	11	45.5	10.5	95.5	27.3
% ORIG CATALOGING	12	29.5	1.5	79.5	25.0
RELATED DATA					
LAG TIME	14	9.	2.	30.	7.9
BACKLOG	9	224.	4.	1000.	311.0
CARDS/RECORD ENTRY FOR:					
MONOGRAPH TITLES	15	5.	3.	8.	1.2
SERIALS TITLES	8	4.	1.	5.	1.2
OTHER TITLES	8	4.	2.	4.	0.7
PROOF SLIP SUBSCRIPTIONS					
15 LIBRARIES RESPONDING					
1 AFFIRMATIVE OR 6.7%					
14 NEGATIVE					
0 OTHER RESPONSE					

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	6	5247.	863.	12221.	4425.	6	1354.	2.	3269.	1277.
SALARIES AND FRINGE BENEFITS	6	5228.	863.	12221.	4441.	6	1342.	-8.	3269.	1289.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	0	0.	0.	0.	0.	0	0.	0.	0.	0.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
SUPPLIES	2	58.	15.	100.	43.	2	30.	10.	50.	20.
OTHER OPERATING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	6	4119.	863.	8952.	3169.	6	1.67	0.41	17.65	2.78
SALARIES AND FRINGE BENEFITS	6	4110.	863.	8952.	3176.	6	1.67	0.41	17.65	2.78
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	1	209.	209.	209.	0.	1	0.81	0.81	0.81	0.0
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
COMMUNICATIONS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
SUPPLIES	2	28.	5.	50.	23.	2	0.02	0.02	0.02	0.00
OTHER OPERATING	1	1355.	1355.	1355.	0.	1	5.27	5.27	5.27	0.0

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	3	0.07	0.05	0.13	0.04	3	662.	539.	740.	88.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	4	0.69	0.25	1.00	0.32	3	5221.	1508.	9132.	3116.
CLERK	1	1.00	1.00	1.00	0.0	1	9486.	9486.	9486.	0.
STUDENT / PAGE	1	0.07	0.07	0.07	0.0	1	378.	378.	378.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	0.22	8831.	5664.	14800.	3786.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	1.75	8950.	6032.	10044.	1256.
CLERK	1.00	9486.	9486.	9486.	0.
STUDENT / PAGE	0.07	5400.	5400.	5400.	0.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
4: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	REQUEST AVERAGE	LOW	PER ILL FTE		NUMBER OF LIBRARIES REPORTING	ILL SAL \$ EXP PER REQUEST		STD DEV
				HIGH	STD DEV		AVERAGE	LOW	HIGH
PROFESSIONAL LIBRARIAN	0.22	42737.76	2056.00	144999.94	56950.98	3	1.06	0.07	2.75
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0
LIBRARY ASSISTANT	2.75	4063.27	410.00	9360.00	2479.87	3	8.33	0.64	22.27
CLERK	1.00	7250.00	7250.00	7250.00	0.0	1	1.31	1.31	1.31
STUDENT / PAGE	0.07	30128.57	30128.57	30128.57	0.00	1	0.18	0.18	0.18
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0
TOTAL	4.04	5139.68	410.00	17575.01	3537.60	6	4.94	0.53	22.27

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
C: VOLUME OF BORROWING REQUESTS

BORROWING REQUESTS		NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUME HIGH	STD DEV
TOTAL	REQUESTS	15	869.	20.	4400.	1171.
NUMBER	FILLED	15	582.	18.	2340.	634.
FILL	RATE	12	84.7%	26.0%	100.0%	20.0%
%	FILLED LOCALLY	11	59.9%	2.0%	99.0%	35.3%
%	FILLED IN STATE	15	91.3%	40.0%	99.0%	14.1%

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
D: NUMBER OF INSTITUTIONS QUERIED

STRATA	LIBRARIES REPORTING TOTAL	THIS STRATA	PERCENT
1.0-1.4	12	7.	58.3%
1.5-1.9	12	2.	16.7%
2.0-2.4	12	2.	16.7%
2.5-2.9	12	0.	0.0%
3.0-3.4	12	1.	8.3%
3.5-3.9	12	0.	0.0%
4.0-4.4	12	0.	0.0%
4.5-4.9	12	0.	0.0%
5.0-5.4	12	0.	0.0%
MODE	1.0-1.4		
AVERAGE	1.4		

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
E: TIME REQUIRED TO FILL A REQUEST

SOURCE	NUMBER OF LIBRARIES REPORTING	AVERAGE DAYS			STD DEV
		AVERAGE	LOW	HIGH	
THROUGH A BIR CENTER	9	13.	4.	30.	9.
FROM A LIBRARY LOCALLY	13	6.	1.	14.	4.
ELSEWHERE IN STATE	15	14.	2.	30.	9.
ADJOINING STATES	9	17.	4.	60.	16.
ELSEWHERE	8	27.	5.	90.	26.
OVERALL	15	14.	6.	27.	7.

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT

17 LIBRARIES INCLUDED

F: VERIFICATION

8 LIBRARIES OF 16 LIBRARIES RESPONDING NORMALLY VERIFY BORROWING REQUESTS
OR 50.0%

5 LIBRARIES OF 12 LIBRARIES RESPONDING NORMALLY VERIFY LENDING REQUESTS
OR 41.7%

A: SURVEY OF 100 LIBRARIES. OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
G: FREQUENCY OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING TOTAL OBSERVATIONS		FREQUENCY IN TABLE AVERAGE LOW HIGH			STD DEV	PLACE IN TABLE AVERAGE LOW HIGH			STD DEV
LARGE ACADEMIC LIBRARY		0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATE LIBRARY		0	0	0.	0.	0.	0.	0.	0.	0.	0.
LARGE PUBLIC LIBRARY		3	4	1.	1.	2.	0.	4.	1.	7.	3.
OTHER REGIONAL LIBRARY		4	6	2.	1.	2.	1.	3.	1.	10.	3.
OTHER ACADEMIC LIBRARY		1	1	1.	1.	1.	0.	1.	1.	1.	0.
OTHER PUBLIC LIBRARY		6	16	3.	1.	5.	2.	4.	1.	9.	2.
BIBLIOGRAPHIC CENTER		0	0	0.	0.	0.	0.	0.	0.	0.	0.
SPECIAL LIBRARY		0	0	0.	0.	0.	0.	0.	0.	0.	0.
OTHER LIBRARY		3	3	1.	1.	1.	0.	3.	1.	6.	2.

A: SURVEY OF 100 LIBRARIES. OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
H: FREQUENCY OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	PLACE IN TABLE			STD DEV
				AVERAGE	LOW	HIGH		AVERAGE	LOW	HIGH	
LARGE ACADEMIC LIBRARY		2	2	1.	1.	1.	0.	6.	2.	10.	4.
STATE LIBRARY		14	14	1.	1.	1.	0.	2.	1.	4.	1.
LARGE PUBLIC LIBRARY		5	10	2.	1.	3.	1.	4.	1.	10.	3.
OTHER REGIONAL LIBRARY		7	15	2.	1.	4.	1.	5.	1.	10.	3.
OTHER ACADEMIC LIBRARY		4	9	2.	1.	3.	1.	6.	4.	8.	1.
OTHER PUBLIC LIBRARY		6	13	2.	1.	5.	1.	5.	1.	9.	3.
BIBLIOGRAPHIC CENTER		3	3	1.	1.	1.	0.	5.	2.	7.	2.
SPECIAL LIBRARY		1	2	2.	2.	2.	0.	4.	3.	5.	1.
OTHER LIBRARY		1	1	1.	1.	1.	0.	8.	8.	8.	0.

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
I: LOCATION OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	6	15	3.	1.	6.	2.	3.	1.	7.	2.
ELSEWHERE		4	14	4.	2.	6.	2.	4.	1.	10.	3.
IN STATE											
ADJOINING	STATES	1	1	1.	1.	1.	0.	3.	3.	3.	0.
OTHER	WESTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATES											
OTHER	EASTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATES											

A: SURVEY OF 100 LIBRARIES. OTHER PUBLIC STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED
J: LOCATION OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	9	18	2.	1.	5.	1.	3.	1.	6.	2.
ELSEWHERE		15	40	3.	1.	6.	2.	4.	1.	10.	3.
IN STATE											
ADJOINING STATES		5	11	2.	1.	4.	1.	6.	2.	10.	2.
OTHER WESTERN STATES		0	0	0.	0.	0.	0.	0.	0.	0.	0.
OTHER EASTERN STATES		0	0	0.	0.	0.	0.	0.	0.	0.	0.

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED

K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	3	6.	1.	12.	5.	6.7%	1.4%	16.7%	7.1
PERIODICALS	10	25.	2.	83.	25.	85.3%	35.2%	100.0%	23.3
MICROFORMS	2	24.	7.	40.	17.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	1	10.	10.	10.	0.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	1	3.	3.	3.	0.	100.0%	100.0%	100.0%	0.0
OTHER	1	5.	5.	5.	0.	100.0%	100.0%	100.0%	0.0
TOTAL	11	31.	3.	102.	32.	15.0%	0.9%	63.0%	18.6

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	12	242.	13.	676.	215.	98.3%	83.3%	100.0%	4.6
PERIODICALS	4	30.	6.	83.	31.	61.7%	37.5%	100.0%	24.3
MICROFORMS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
AUDIO/VISUAL	1	104.	104.	104.	0.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	1	50.	50.	50.	0.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	12	265.	13.	759.	231.	86.3%	37.0%	100.0%	18.3

TABLE X: INTERLIBRARY LOAN DEPARTMENT
K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	12	244.	13.	676.	214.	100.0%	100.0%	100.0%	0.0
PERIODICALS	11	33.	2.	128.	39.	100.0%	100.0%	100.0%	0.0
MICROFORMS	2	24.	7.	40.	17.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	2	57.	10.	104.	47.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	2	27.	3.	50.	24.	100.0%	100.0%	100.0%	0.0
OTHER	1	5.	5.	5.	0.	100.0%	100.0%	100.0%	0.0
TOTAL	13	359.	18.	1150.	321.	100.0%	100.0%	100.0%	0.0

TABLE X: INTERLIBRARY LOAN DEPARTMENT
17 LIBRARIES INCLUDED

L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	1	50.	50.	50.	0.	100.0%	100.0%	100.0%	0.0
PERIODICALS	2	32.	14.	50.	18.	56.4%	12.8%	100.0%	43.6
MICROFORMS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	3	38.	14.	50.	17.	21.6%	2.0%	59.5%	26.8

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	5	407.	3.	1432.	558.	100.0%	100.0%	100.0%	0.0
PERIODICALS	1	95.	95.	95.	0.	87.2%	87.2%	87.2%	0.0
MICROFORMS	2	19.	3.	34.	16.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	15.	15.	15.	0.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	6	364.	3.	1450.	542.	89.2%	40.5%	100.0%	21.8

TABLE X: INTERLIBRARY LOAN DEPARTMENT
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	6	348.	3.	1432.	526.	100.0%	100.0%	100.0%	0.0
PERIODICALS	2	80.	50.	109.	30.	100.0%	100.0%	100.0%	0.0
MICROFORMS	2	19.	3.	34.	16.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	1	15.	15.	15.	0.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	7	364.	3.	1500.	516.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S AVERAGE	OVER LAST YEAR'S LOW	YEAR'S EXPENDITURES HIGH	STD DEV
TOTAL OPERATING	6	54341.	3381.	170612.	55733.	6	10445.	262.	45640.	17633.
SALARIES AND FRINGE BENEFITS	6	53920.	2832.	170612.	56079.	6	10274.	-17.	45640.	17728.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	1	499.	499.	499.	0.	1	284.	284.	284.	0.
EQUIPMENT RENTAL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
COMMUNICATIONS	1	375.	375.	375.	0.	1	103.	103.	103.	0.
SUPPLIES	2	75.	50.	100.	25.	2	23.	-5.	50.	28.
OTHER OPERATING	1	1500.	1500.	1500.	0.	1	423.	423.	423.	0.

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
17 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF REPORTING	AVERAGE	LOW	HIGH	STD DEV
		AVERAGE	LOW	HIGH	STD DEV					
TOTAL OPERATING	6	45637.	3119.	124972.	40755.					
SALARIES AND FRINGE BENEFITS	6	45358.	2849.	124972.	41012.					
AUTOMATED SYSTEMS	0	0.	0.	0.	0.					
OTHER SUPPORT SERVICES	1	215.	215.	215.	0.					
EQUIPMENT RENTAL	0	0.	0.	0.	0.					
COMMUNICATIONS	1	272.	272.	272.	0.					
SUPPLIES	2	53.	50.	55.	3.					
OTHER OPERATING	2	2098.	1077.	3119.	1021.					

A: SURVEY OF 100 LIBRARIES, OTHER PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
17 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	7	1.49	0.19	2.25	0.71	5	25468.	1068.	50550.	18702.
OTHER PROFESSIONAL	1	1.95	1.95	1.95	0.0	1	32704.	32704.	32704.	0.
LIBRARY ASSISTANT	2	0.63	0.25	1.00	0.38	2	5982.	1508.	10455.	4474.
CLERK	2	3.52	1.00	6.05	2.52	1	56702.	56702.	56702.	0.
STUDENT / PAGE	1	0.25	0.25	0.25	0.0	0	0.	0.	0.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	1	1.00	1.00	1.00	0.0	0	0.	0.	0.	0.
VOLUNTEERS	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	7.44	17121.	5696.	22467.	5234.
OTHER PROFESSIONAL	1.95	16771.	16771.	16771.	0.
LIBRARY ASSISTANT	1.25	9570.	6032.	10455.	1769.
CLERK	6.05	9372.	9372.	9372.	0.
STUDENT / PAGE	0.0	0.	0.	0.	0.
OTHER	476	0.0	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. OTHER PUBLIC STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
17 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TOTAL LIBRARY FTE		PER ADM FTE		NUMBER OF LIBRARIES REPORTING	ADM SAL \$		ANNUAL PER TOTAL LIBRARY FTE	
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10.44	37.20	5.61	110.93	39.76	5	1038.90	202.52	1926.25	626.05
OTHER PROFESSIONAL	1.95	128.00	128.00	128.00	0.0	1	131.03	131.03	131.03	0.0
LIBRARY ASSISTANT	1.25	26.89	22.44	28.00	2.22	2	321.10	268.81	373.39	52.29
CLERK	7.05	41.01	39.50	41.26	0.61	1	227.17	227.17	227.17	0.0
STUDENT / PAGE	0.25	189.20	189.20	189.20	0.0	0	0.0	0.0	0.0	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	1.00	249.60	249.60	249.60	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	21.94	17.70	4.49	22.19	6.34	5	1238.98	464.35	1926.25	607.89

478

479

STATE LIBRARY

STRATUM

480

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE 1: HOLDINGS DISTRIBUTION
10 LIBRARIES INCLUDED

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	AVERAGE	TITLES		STD DEV	GROWTH	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUMES		STD DEV	GROWTH
			LOW	HIGH						HIGH	STD DEV		
BOOKSTOCK	9	117439	1500	398669	121856.	-0.00	10	191618	2000	598004	169371.	-0.01	
ROUND PERIODICALS	5	18895	21	92500	36803.	0.03	5	8610	1756	16468	5835.	0.02	
MICROFORM BOOKS	4	5226	5	20830	9009.	0.10	0	0	0	0	0.	0.0	
MICROFORM PERIODICALS	5	2984	10	9185	3767.	0.14	0	0	0	0	0.	0.0	
PRINTED GOVERNMENT DOCUMENTS	9	287751	8000	865585	286082.	0.06	0	0	0	0	0.	0.0	
AUDIO / VISUAL MATERIALS	8	16211	23	86891	27057.	0.09	0	0	0	0	0.	0.0	
OTHER	4	14268	173	53200	22502.	-0.12	0	0	0	0	0.	0.0	

TYPE OF PUBLICATION	NUMBER OF LIBRARIES REPORTING	VOLUME TO TITLE RATIO			STD DEV
		AVERAGE	LOW	HIGH	
BOOKSTOCK	9	3.60:1	1.05:1	20.90:1	6.14
ROUND PERIODICALS	4	29.70:1	4.11:1	83.62:1	31.51

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE II: STAFFING DISTRIBUTION. ENTIRE LIBRARY
10 LIBRARIES INCLUDED

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	15.84	6.00	41.30	10.14	10	232813.	98717.	692415.	171249.
OTHER PROFESSIONAL	9	3.23	1.00	9.00	2.45	9	46885.	10200.	159586.	42904.
LIBRARY ASSISTANT	10	10.41	2.00	24.00	6.90	10	87229.	20500.	227957.	64225.
CLERK	10	20.36	7.00	41.50	12.39	10	148143.	41000.	309741.	102236.
STUDENT / PAGE	7	1.88	1.00	4.00	1.01	6	11085.	3000.	25301.	7431.
OTHER	4	2.75	1.00	6.00	2.05	5	11684.	6075.	18425.	4928.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE			NUMBER OF LIBRARIES REPORTING	AVERAGE	FRINGE BENEFIT RATES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	158.37	14700.	12251.	16765.	1694.	9	14.34%	11.50%	17.00%	1.95
OTHER PROFESSIONAL	29.10	14500.	10200.	17732.	3139.	9	14.34%	11.50%	17.00%	1.95
LIBRARY ASSISTANT	104.14	8376.	5337.	10250.	1181.	9	14.51%	11.50%	17.00%	1.80
CLERK	203.60	7276.	5201.	9079.	1024.	9	14.51%	11.50%	17.00%	1.80
STUDENT / PAGE	12.13	5486.	3000.	6325.	984.	7	12.10%	6.00%	17.00%	3.95
OTHER	11.00	4714.	3071.	11400.	2409.	3	15.13%	13.40%	17.00%	1.47

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	1	1	480.	480.	480.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	52.	52.	52.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	1	52.	52.	52.	0.
4. PRODUCING ORDERS FOR MATERIALS	2	2	562.	500.	624.	62.
5. PRODUCING CLAIM/CANCEL NOTICES	2	2	254.	8.	500.	246.
6. ENCUMBRANCE OF BUDGETED FUNDS	0	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	1	1	1040.	1040.	1040.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	1	174.	174.	174.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	1	12.	12.	12.	0.
10. OTHER ACQUISITION PRODUCTS	2	1	2000.	2000.	2000.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	3	1	770.	770.	770.	0.
12. SEARCHING FOR CATALOGING DATA	4	2	4885.	770.	9000.	4115.
13. PRODUCING CATALOGING COPY	2	1	770.	770.	770.	0.
14. PRODUCTION OF CATALOG CARDS	5	5	3963.	770.	9906.	3366.
15. PRODUCTION OF BOOK CATALOG	3	2	2675.	350.	5000.	2325.
16. PRODUCTION OF MICROFORM CATALOG	3	1	50000.	50000.	50000.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	2	1	9906.	9906.	9906.	0.
18. CATALOG AUTHORITY CONTROL	1	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	3	2	5006.	12.	10000.	4994.
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	1	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	6	3	2230.	1110.	3500.	981.
24. LOCATING HOLDING LIBRARIES	6	1	2080.	2080.	2080.	0.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	5	2	1212.	306.	2118.	906.
26. MONITORING STATUS OF ILL REQUESTS	3	1	980.	980.	980.	0.
27. PAYING FOR ILL SERVICES	1	1	2000.	2000.	2000.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	3	1	2752.	2752.	2752.	0.
29. MONITORING THE STATUS OF LOANS	1	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	1	1	240.	240.	240.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	2	1	39500.	39500.	39500.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	1	1	20.	20.	20.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	1	8.	8.	8.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	4	3	297.	16.	700.	292.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	1	1	260.	260.	260.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	2	800.	700.	900.	100.
39. OTHER SERIALS-ORIENTED PRODUCTS	0	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK	INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL VOLUME HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	1	1	260.	260.	260.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	260.	260.	260.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	1	96.	96.	96.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	1	390.	390.	390.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	1	1	50.	50.	50.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	0	0	0.	0.	0.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	3	2	5.	5.	5.	0.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	1	1	5.	5.	5.	0.
53. BILLING FOR DATA BASE SERVICES	1	1	4.	4.	4.	0.
54. PRODUCTION OF USE STATISTICS	0	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	1	1	2500.	2500.	2500.	0.
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	250.	250.	250.	0.
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED	1	1	2500.	2500.	2500.	0.
4. PRODUCING ORDERS FOR MATERIALS	2	1	3040.	3040.	3040.	0.
5. PRODUCING CLAIM/CANCEL NOTICES	2	1	40.	40.	40.	0.
6. ENCUMBRANCE OF BUDGETED FUNDS	0	0	0.	0.	0.	0.
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	1	1	4800.	4800.	4800.	0.
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	1	500.	500.	500.	0.
9. PERIODIC STATISTICS ON ACQUISITIONS	1	1	35.	35.	35.	0.
10. OTHER ACQUISITION PRODUCTS	2	1	23950.	23950.	23950.	0.
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	3	1	3300.	3300.	3300.	0.
12. SEARCHING FOR CATALOGING DATA	4	2	4935.	3300.	6570.	1635.
13. PRODUCING CATALOGING COPY	2	1	3000.	3000.	3000.	0.
14. PRODUCTION OF CATALOG CARDS	5	5	2319.	980.	5400.	1611.
15. PRODUCTION OF BOOK CATALOG	3	2	9625.	1250.	18000.	8375.
16. PRODUCTION OF MICROFORM CATALOG	3	0	0.	0.	0.	0.
17. PRODUCTION OF SHELF PREPARATION MATERIALS	2	0	0.	0.	0.	0.
18. CATALOG AUTHORITY CONTROL	1	0	0.	0.	0.	0.
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	3	2	533.	65.	1000.	468.
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.	0.	0.	0.
21. PRODUCING CATALOGING COST STATISTICS	1	0	0.	0.	0.	0.
22. OTHER CATALOGING PRODUCTS	0	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST.\$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	6	2	6920.	4440.	9400.	2480.
24. LOCATING HOLDING LIBRARIES	6	1	11400.	11400.	11400.	0.
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	5	2	3800.	1500.	6100.	2300.
26. MONITORING STATUS OF ILL REQUESTS	3	1	5400.	5400.	5400.	0.
27. PAYING FOR ILL SERVICES	1	1	1000.	1000.	1000.	0.
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	3	1	15500.	15500.	15500.	0.
29. MONITORING THE STATUS OF LOANS	1	0	0.	0.	0.	0.
30. BILLING FOR ILL SERVICES	0	0	0.	0.	0.	0.
31. PERIODIC ILL STATISTICS	1	1	865.	865.	865.	0.
32. OTHER ILL PRODUCTS (SPECIFY)	2	1	15725.	15725.	15725.	0.
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	1	1	870.	870.	870.	0.
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	1	35.	35.	35.	0.
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	4	3	5552.	70.	13920.	6011.
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.	0.	0.	0.
37. SERIALS CHECK-IN OF ISSUES	1	1	820.	820.	820.	0.
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	1	20500.	20500.	20500.	0.
39. OTHER SERIALS-ORIENTED PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	LOW	ANNUAL COST, \$ HIGH	STD DEV
CIRCULATION						
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0	0	0.	0.	0.	0.
41. IDENTIFICATION OF CIRCULATING MATERIALS	1	1	950.	950.	950.	0.
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1	1	950.	950.	950.	0.
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1	1	345.	345.	345.	0.
44. NOTIFYING USERS OF OVERDUE MATERIALS	1	1	1120.	1120.	1120.	0.
45. COMPUTING FINES FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
46. BILLING USERS FOR OVERDUE MATERIALS	0	0	0.	0.	0.	0.
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	1	1	180.	180.	180.	0.
48. PRODUCING CIRCULATION COST STATISTICS	0	0	0.	0.	0.	0.
49. OTHER CIRCULATION PRODUCTS	0	0	0.	0.	0.	0.
REFERENCE						
50. DATA BASE SEARCHES UPON REQUEST	3	1	500.	500.	500.	0.
51. PERIODIC, ON-GOING SEARCHES	0	0	0.	0.	0.	0.
52. PRODUCING PRINTED CITATIONS	1	0	0.	0.	0.	0.
53. BILLING FOR DATA BASE SERVICES	1	0	0.	0.	0.	0.
54. PRODUCTION OF USE STATISTICS	0	0	0.	0.	0.	0.
55. PRODUCTION OF COST STATISTICS	0	0	0.	0.	0.	0.
56. OTHER REFERENCE PRODUCTS (SPECIFY)	0	0	0.	0.	0.	0.
OTHER LIBRARY FUNCTION						
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0	0	0.	0.	0.	0.

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME, \$		STD DEV
				LOW	HIGH	
ACQUISITIONS						
1. SEARCHING FOR NEW TITLES	1	1	5.21	5.21	5.21	0.0
2. CHECKING THAT TITLES ARE NOT IN LIBRARY	1	1	4.81	4.81	4.81	0.0
3. CHECKING THAT TITLES ARE NOT BACK- ORDERED (i.e., they are backordered)	1	1	48.08	48.08	48.08	0.0
4. PRODUCING ORDERS FOR MATERIALS	2	1	4.87	4.87	4.87	0.0
5. PRODUCING CLAIM/CANCEL NOTICES	2	1	5.00	5.00	5.00	0.0
6. ENCUMBRANCE OF BUDGETED FUNDS	0	0	0.0	0.0	0.0	0.0
7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS	1	1	4.62	4.62	4.62	0.0
8. PRODUCING LISTS OF NEW ACQUISITIONS	1	1	2.87	2.87	2.87	0.0
9. PERIODIC STATISTICS ON ACQUISITIONS	1	1	2.92	2.92	2.92	0.0
10. OTHER ACQUISITION PRODUCTS	2	1	11.97	11.97	11.97	0.0
CATALOGING						
11. VERIFICATION THAT ITEM IS NOT CATALOGED	3	1	4.29	4.29	4.29	0.0
12. SEARCHING FOR CATALOGING DATA	4	2	2.51	0.73	4.29	1.78
13. PRODUCING CATALOGING COPY	2	1	3.90	3.90	3.90	0.0
14. PRODUCTION OF CATALOG CARDS	5	5	1.15	0.30	3.12	1.08
15. PRODUCTION OF BOOK CATALOG	3	2	25.84	0.25	51.43	25.59
16. PRODUCTION OF MICROFORM CATALOG	3	0	0.0	0.0	0.0	0.0
17. PRODUCTION OF SHELF PREPARATION MATERIALS	2	0	0.0	0.0	0.0	0.0
18. CATALOG AUTHORITY CONTROL	1	0	0.0	0.0	0.0	0.0
19. PRODUCING SPECIALIZED BIBLIOGRAPHIES	3	2	2.76	0.10	5.42	2.66
20. PRODUCING CATALOGING VOLUME STATISTICS	0	0	0.0	0.0	0.0	0.0
21. PRODUCING CATALOGING COST STATISTICS	1	0	0.0	0.0	0.0	0.0
22. OTHER CATALOGING PRODUCTS	0	0	0.0	0.0	0.0	0.0

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 8 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF USING OUTSIDE SUPPORT FOR THIS TASK	LIBRARIES INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST LOW	PER VOLUME, \$ HIGH	STD DEV
INTER - LIBRARY LOAN						
23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION	6	2	4.26	4.00	4.52	0.26
24. LOCATING HOLDING LIBRARIES	6	1	5.48	5.48	5.48	0.0
25. COMMUNICATING ILL REQUESTS TO LIBRARIES	5	2	3.89	2.88	4.90	1.01
26. MONITORING STATUS OF ILL REQUESTS	3	1	5.51	5.51	5.51	0.0
27. PAYING FOR ILL SERVICES	1	1	0.50	0.50	0.50	0.0
28. CHECKING AVAILABILITY OF TITLES IN YOUR LIBRARY	3	1	5.63	5.63	5.63	0.0
29. MONITORING THE STATUS OF LOANS	1	0	0.0	0.0	0.0	0.0
30. BILLING FOR ILL SERVICES	0	0	0.0	0.0	0.0	0.0
31. PERIODIC ILL STATISTICS	1	1	3.60	3.60	3.60	0.0
32. OTHER ILL PRODUCTS (SPECIFY)	2	1	0.40	0.40	0.40	0.0
SERIALS						
33. CLAIMING OF LATE PERIODICAL ISSUES	1	1	43.50	43.50	43.50	0.0
34. CANCELLING OF PERIODICAL SUBSCRIPTIONS	1	1	4.38	4.38	4.38	0.0
35. RENEWAL OF PERIODICAL SUBSCRIPTIONS	4	3	13.16	4.38	19.89	6.50
36. CONTROLLING OF PERIODICAL BINDING OPERATIONS	0	0	0.0	0.0	0.0	0.0
37. SERIALS CHECK-IN OF ISSUES	1	1	3.15	3.15	3.15	0.0
38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS	2	1	22.78	22.78	22.78	0.0
39. OTHER SERIALS-ORIENTED PRODUCTS	0	0	0.0	0.0	0.0	0.0

TABLE III: PROCESSING AND REFERENCE SUPPORT
 10 LIBRARIES INCLUDED
 2 LIBRARIES USING NO OUTSIDE SUPPORT
 9 LIBRARIES USING OUTSIDE SUPPORT
 0 LIBRARIES NOT RESPONDING

DEPT / LIBRARY TASK DESCRIPTION	NUMBER OF LIBRARIES USING OUTSIDE SUPPORT FOR THIS TASK		INDICATING AVAILABLE TASK DATA	AVERAGE	ANNUAL COST PER VOLUME,\$ LOW HIGH		STD DEV

CIRCULATION							
40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS	0		0	0.0	0.0	0.0	0.0
41. IDENTIFICATION OF CIRCULATING MATERIALS	1		1	3.65	3.65	3.65	0.0
42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS	1		1	3.65	3.65	3.65	0.0
43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS	1		1	3.59	3.59	3.59	0.0
44. NOTIFYING USERS OF OVERDUE MATERIALS	1		1	2.87	2.87	2.87	0.0
45. COMPUTING FINES FOR OVERDUE MATERIALS	0		0	0.0	0.0	0.0	0.0
46. BILLING USERS FOR OVERDUE MATERIALS	0		0	0.0	0.0	0.0	0.0
47. PRODUCING PERIODIC CIRCULATION VOLUME STATISTICS	1		1	3.60	3.60	3.60	0.0
48. PRODUCING CIRCULATION COST STATISTICS	0		0	0.0	0.0	0.0	0.0
49. OTHER CIRCULATION PRODUCTS	0		0	0.0	0.0	0.0	0.0
REFERENCE							
50. DATA BASE SEARCHES UPON REQUEST	3		1	100.00	100.00	100.00	0.0
51. PERIODIC, ON-GOING SEARCHES	0		0	0.0	0.0	0.0	0.0
52. PRODUCING PRINTED CITATIONS	1		0	0.0	0.0	0.0	0.0
53. BILLING FOR DATA BASE SERVICES	1		0	0.0	0.0	0.0	0.0
54. PRODUCTION OF USE STATISTICS	0		0	0.0	0.0	0.0	0.0
55. PRODUCTION OF COST STATISTICS	0		0	0.0	0.0	0.0	0.0
56. OTHER REFERENCE PRODUCTS (SPECIFY)	0		0	0.0	0.0	0.0	0.0
OTHER LIBRARY FUNCTION							
57. OTHER FUNCTIONS, TASKS, OR PRODUCTS	0		0	0.0	0.0	0.0	0.0

TABLE IV: UNIQUE COMPUTER SUPPORT
10 LIBRARIES INCLUDED

SYSTEM FUNCTION	NUMBER OF LIBRARIES REPORTING	COST OF DEVELOPMENT				NUMBER OF LIBRARIES REPORTING	COST OF ANNUAL MAINTENANCE			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
CIRCULATION	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACQUISITIONS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
INTER - LIBRARY LOAN	2	552000.	4000.	1100000.	548000.	2	162250.	4500.	320000.	157750.
SERIALS	0	0.	0.	0.	0.	1	500.	500.	500.	0.
INVENTORY CONTROL	0	0.	0.	0.	0.	0	0.	0.	0.	0.
CATALOGING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
PROCESSING	0	0.	0.	0.	0.	0	0.	0.	0.	0.
ACCOUNTING	0	0.	0.	0.	0.	0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES STATE LIBRARY STRATUM

TABLE V: EQUIPMENT AND COMMUNICATIONS COSTS
10 LIBRARIES INCLUDED

EQUIPMENT CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	ANNUAL COSTS HIGH	STD DEV
1. COPYING	6	7337.	1500.	15000.	4768.
2. TELEX	2	12005.	2010.	22000.	9995.
3. TELETYPE, TWX	3	6194.	1000.	13381.	5247.
4. DATATEL	0	0.	0.	0.	0.
5. OTHER TELETYPE SERVICE	1	750.	750.	750.	0.
6. FAX	1	504.	504.	504.	0.
7. DATAPHONE	1	15800.	15800.	15800.	0.
8. CRT	1	2000.	2000.	2000.	0.
9. LINE CHARGES TO COMPUTER	1	60.	60.	60.	0.
10. TELEPHONE OTHER THAN ABOVE	4	8560.	500.	16000.	5905.
11. OTHER COMMUNICATIONS COSTS	2	2904.	2607.	3200.	297.
12. TOTAL	10	18002.	3750.	38000.	10381.

505

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VI: BUDGET AND EXPENDITURE PATTERNS,
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL LIBRARY LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
CAPITAL EXPENDITURE	10	33746.	3000.	90523.	34654.	9	-16160.	-134008.	49962.	47336.
TOTAL MATERIALS	10	175641.	40150.	710605.	188309.	9	21842.	-14.	74503.	21922.
BOOKSTOCK	8	104786.	23950.	429831.	129188.	7	14103.	-10106.	53274.	19591.
PERIODICALS	8	29678.	3500.	165265.	51516.	7	5211.	500.	12685.	4491.
MICROFORM	6	8532.	2530.	14000.	4355.	5	3954.	280.	10000.	3794.
GOVERNMENT DOCUMENTS	5	1045.	25.	3000.	1103.	4	1500.	1500.	1500.	0.
AUDIO - VISUAL	7	48826.	500.	103509.	31189.	7	5303.	-15100.	30857.	12685.
OTHER MATERIALS	2	9250.	1500.	17000.	7750.	2	7535.	1000.	14069.	6535.
TOTAL OPERATING	10	439809.	422800.	2693337.	660966.	9	121132.	-28184.	581978.	181907.
SALARIES AND FRINGE BENEFITS	10	579684.	237300.	1668630.	419205.	9	74196.	-5139.	164282.	59287.
AUTOMATED SYSTEMS	3	180559.	8962.	516715.	237716.	3	101548.	-14000.	316408.	152073.
OTHER SUPPORT SERVICES	7	68304.	16000.	250057.	76424.	7	6028.	-57064.	68014.	40429.
EQUIPMENT RENTAL	8	6971.	2000.	16740.	4778.	8	-3467.	-22396.	2520.	8570.
COMMUNICATIONS	10	13724.	2000.	26619.	7689.	9	3053.	936.	7975.	2141.
SUPPLIES	10	23536.	3000.	54324.	16614.	9	3860.	-4813.	10100.	4768.
OTHER OPERATING	9	128122.	17180.	258193.	85720.	8	133.	-63251.	37595.	33452.
TOTAL LIBRARY BUDGET	10	1049196.	503300.	3479810.	859161.	9	156824.	-133864.	706443.	249651.

0 LIBRARIES INDICATING NEW BUILDING INCLUDED IN CAPITAL BUDGET

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ADMINISTRATION			STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: ACQUISITIONS			STD DEV
		AVERAGE	LOW	HIGH			AVERAGE	LOW	HIGH	
TOTAL OPERATING	10	15.30%	8.30%	22.84%	4.87	8	3.64%	1.62%	7.02%	1.85
SALARIES AND FRINGE BENEFITS	10	20.31%	11.72%	35.01%	6.91	8	5.20%	2.55%	9.68%	2.76
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	4	7.89%	3.36%	11.45%	2.95	2	2.64%	1.68%	3.60%	0.96
EQUIPMENT RENTAL	4	20.12%	7.62%	25.75%	7.34	2	3.13%	2.65%	3.61%	0.48
COMMUNICATIONS	5	17.22%	6.57%	35.29%	9.64	2	4.50%	3.11%	5.88%	1.39
SUPPLIES	5	16.22%	2.76%	30.30%	10.15	2	7.95%	3.60%	12.30%	4.35
OTHER OPERATING	4	27.79%	7.60%	53.70%	19.03	2	4.71%	3.60%	5.82%	1.11
TOTAL LIBRARY BUDGET	10	12.58%	6.95%	20.87%	4.72	8	2.99%	1.12%	5.90%	1.64

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: CATALOGING				NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: SERIALS			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	5.99%	1.52%	11.34%	3.02	8	2.34%	0.81%	4.46%	1.26
SALARIES AND FRINGE BENEFITS	7	7.73%	2.57%	13.61%	3.52	8	3.44%	1.12%	8.01%	2.22
AUTOMATED SYSTEMS	1	31.25%	31.25%	31.25%	0.0	0	0.0 %	0.0 %	0.0 %	0.0
OTHER SUPPORT SERVICES	2	4.64%	1.68%	7.60%	2.96	2	0.77%	0.34%	1.20%	0.43
EQUIPMENT RENTAL	2	4.92%	2.21%	7.62%	2.70	1	1.20%	1.20%	1.20%	0.0
COMMUNICATIONS	2	4.46%	2.35%	6.57%	2.11	2	1.69%	1.03%	2.35%	0.66
SUPPLIES	3	9.34%	4.04%	16.39%	5.19	3	2.10%	1.01%	4.10%	1.41
OTHER OPERATING	2	6.71%	5.82%	7.60%	0.89	2	0.89%	0.58%	1.20%	0.31
TOTAL LIBRARY BUDGET	7	4.82%	1.40%	9.53%	2.57	8	1.90%	0.68%	3.64%	1.07

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VIA: BUDGET AND EXPENDITURE PATTERNS: DEPARTMENTAL ALLOCATIONS
10 LIBRARIES INCLUDED

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: INTER - LIBRARY LOAN				STD DEV	NUMBER OF LIBRARIES REPORTING	PERCENT ALLOCATED TO: MATERIALS FINISHING				STD DEV
		AVERAGE	LOW	HIGH				AVERAGE	LOW	HIGH		
TOTAL OPERATING	9	9.55%	3.75%	20.32%		4.97	6	1.92%	0.28%	5.68%		1.83
SALARIES AND FRINGE BENEFITS	9	11.98%	3.88%	25.39%		6.97	6	2.25%	0.35%	5.27%		1.86
AUTOMATED SYSTEMS	0	0.0 %	0.0 %	0.0 %		0.0	0	0.0 %	0.0 %	0.0 %		0.0
OTHER SUPPORT SERVICES	4	33.76%	7.80%	100.00%		38.38	2	4.07%	0.34%	7.80%		3.73
EQUIPMENT RENTAL	3	28.42%	7.79%	55.31%		19.90	1	7.79%	7.79%	7.79%		0.0
COMMUNICATIONS	6	50.62%	20.31%	100.00%		30.64	1	6.74%	6.74%	6.74%		0.0
SUPPLIES	4	8.00%	2.02%	13.99%		4.24	3	8.74%	2.02%	16.39%		5.91
OTHER OPERATING	3	10.28%	5.59%	17.46%		5.16	2	5.36%	2.91%	7.80%		2.44
TOTAL LIBRARY BUDGET	9	7.76%	3.12%	17.07%		4.18	6	1.44%	0.26%	4.21%		1.32

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED

A: SERVICES PROVIDED BY REGIONAL LIBRARIES

TYPE OF SERVICE	NUMBER IN THIS STRATUM PROVIDING REGIONAL SERVICE	NUMBER IN THIS STRATUM PROVIDING THIS SERVICE	PERCENT PROVIDING THIS SERVICE
ACQUISITIONS			
1. MAINTAIN STANDING ORDERS	8	1	12.5%
2. PAYMENT PROCESSING	8	2	25.0%
3. COLLECTION DEVELOPMENT	8	1	12.5%
4. CLAIM BACKORDERED ITEMS	8	2	25.0%
5. RETURNS	8	2	25.0%
6. CANCELLATIONS	8	2	25.0%
7. OTHER	8	3	37.5%
CATALOGING			
8. PRODUCE CARD SETS	8	5	62.5%
9. PHYSICAL PROCESSING	8	5	62.5%
10. PROVIDE CATALOGING COPY	8	4	50.0%
11. PRODUCE CATALOGS	8	2	25.0%
12. OTHER	8	2	25.0%
INTER - LIBRARY LOAN			
13. PROVIDE LOCATIONS	8	6	75.0%
14. VERIFICATION	8	7	87.5%
15. ACT AS SWITCHING CENTER	8	8	100.0%
16. OTHER	8	6	75.0%
REFERENCE			
17. DATA BASE SEARCHES	8	2	25.0%
18. REFERRAL SERVICES	8	5	62.5%
19. OTHER	8	4	50.0%
OTHER			
20. MAINTAIN A UNION CATALOG	8	7	87.5%
21. OTHER REGIONAL SERVICES	8	1	12.5%
NONE			
22. NO REGIONAL SERVICES	8	0	0.0%

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
8: TYPES OF LIBRARIES SUPPORTED

TYPE OF LIBRARY	NUMBER OF LIBRARIES REPORTING	AVERAGE	NUMBER OF LIBRARIES SUPPORTED		STD DEV
			LOW	HIGH	
PUBLIC	5	83.	50.	99.	20.13
ACADEMIC	4	17.	13.	19.	2.29
SCHOOL	3	99.	99.	99.	0.0
SPECIAL	5	41.	20.	99.	29.69
TOTAL	6	164.	20.	316.	105.36

**99. INDICATES 99 OR MORE LIBRARIES SUPPORTED

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
10 LIBRARIES INCLUDED
C: REGIONAL INTERLIBRARY LOAN

REQUESTS	NUMBER OF LIBRARIES REPORTING	AVERAGE	VOLUME DURING THE LAST REPORTING YEAR		STD DEV
			LOW	HIGH	
TOTAL REQUESTS	5	16905.	7821.	30000.	7952.
FILLED REQUESTS	5	12228.	1330.	27000.	8926.
FILL RATE	5	62.8	17.8	90.8	25.89
% FILLED FROM LIBRARY	4	47.8	17.8	80.8	24.6
% FILLED FROM ANOTHER LIBRARY	4	31.8	10.8	51.8	18.0
% FORWARDED TO STATE LIBRARY	1	6.8	6.8	6.8	0.0
% FORWARDED TO LIBRARY OUTSIDE REGION	4	9.8	4.8	20.8	6.7
% FORWARDED TO A BIBLIOGRAPHIC CENTER	1	5.8	5.8	5.8	0.0
% RETURNED TO REQUESTER WITH LOCATION INFORMATION	3	25.8	1.8	72.8	33.4
% RETURNED TO REQUESTER UNFILLED	5	12.8	1.8	20.8	6.4
% UNFILLED	5	29.8	1.8	83.8	28.1

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY
 10 LIBRARIES INCLUDED
 D: REGIONAL CATALOG MAINTENANCE

	NUMBER OF LIBRARIES PROVIDING CATALOG	AVERAGE	CATALOG SIZE, ETC.		STD DEV
			LOW	HIGH	

TYPE OF HOLDINGS					
MONOGRAPHS	5				
SERIALS	2				
OTHER	2				
COMBINED	5				

TITLES	5	305644.19	100000.00	600000.00	203606.25
TITLES ADDED	5	27951.20	2000.00	50000.00	15713.27
LOCATIONS	7	350048.56	4.00	2000000.00	684088.75
LOCATIONS PER TITLE	5	18.34	2.38	50.00	17.95
YEARS IN EXISTENCE	7	6.00	1.00	11.00	3.12

ASURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE VII: REGIONAL LIBRARY SUMMARY

10 LIBRARIES INCLUDED

E1 REIMBURSEMENT

1 LIBRARIES RECEIVING REIMBURSEMENT

CHARACTERISTICS OF REIMBURSEMENTS	NUMBER OF LIBRARIES RECEIVING	AVERAGE	AMOUNT LOW	HIGH	STD DEV
GENERAL					
SALARIES FOR HQS STAFF	1	120762.00	120762.00	120762.00	0.0
ANNUAL SUPPLY SUPPLEMENT	1	3645.00	3645.00	3645.00	0.0
ANNUAL EQUIPMENT SUPPLMT	1	11054.00	11054.00	11054.00	0.0
ANNUAL STIPEND	2	2233.50	790.00	3677.00	1443.50
CATALOGING					
PER VOLUME PROCESSED	1	1.75	1.75	1.75	0.0
PER CARD SET	0	0.0	0.0	0.0	0.0
PER ENTRY IN CATALOG	0	0.0	0.0	0.0	0.0
ACQUISITIONS					
PER VOLUME ORDERED	0	0.0	0.0	0.0	0.0
INTER - LIBRARY LOAN					
PER FILLED REQUEST	0	0.0	0.0	0.0	0.0
PER UNFILLED REQUEST	0	0.0	0.0	0.0	0.0
PER REQUEST FOR LOC INFO	0	0.0	0.0	0.0	0.0
OTHER	0	0.0	0.0	0.0	0.0
SOURCE OF REIMBURSEMENT	NUMBER OF LIBRARIES RECEIVING	AVERAGE	PERCENTAGE LOW	HIGH	STD DEV
STATE LIBRARIES	2	87.00%	82.00%	92.00%	5.00
PARTICIPATING LIBRARIES	2	13.00%	8.00%	18.00%	5.00
OTHER	0	0.0 %	0.0 %	0.0 %	0.0

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	8	20818.	7356.	33412.	8925.	7	1659.	-1318.	7724.	2973.
SALARIES AND FRINGE BENEFITS	8	19493.	7356.	26931.	7466.	7	1934.	-498.	5904.	2049.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	2	1084.	1000.	1167.	84.	2	-315.	-1130.	500.	815.
EQUIPMENT RENTAL	2	145.	120.	169.	25.	2	-12.	-80.	56.	68.
COMMUNICATIONS	2	481.	461.	500.	20.	2	226.	52.	400.	174.
SUPPLIES	2	1107.	713.	1500.	394.	2	164.	-173.	500.	337.
OTHER OPERATING	2	2486.	1000.	3971.	1486.	2	-889.	-2277.	500.	1389.

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	18772.	6032.	34730.	9163.	7	2.33	1.24	6.66	1.39
SALARIES AND FRINGE BENEFITS	7	17022.	6032.	24777.	6952.	7	2.11	1.08	6.66	1.46
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	2	1399.	500.	2297.	898.	2	0.10	0.09	0.10	0.00
EQUIPMENT RENTAL	2	157.	113.	200.	44.	2	0.01	0.00	0.04	0.01
COMMUNICATIONS	2	255.	100.	409.	155.	2	0.02	0.02	0.02	0.00
SUPPLIES	2	943.	886.	1000.	57.	2	0.07	0.04	0.18	0.06
OTHER OPERATING	2	3374.	500.	6248.	2874.	2	0.24	0.09	0.27	0.07

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
P: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	6	0.57	0.13	1.13	0.37	6	7910.	1465.	15511.	4838.
OTHER PROFESSIONAL	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
LIBRARY ASSISTANT	10	0.96	0.20	2.00	0.48	10	8543.	1868.	20411.	4654.
CLERK	8	1.23	0.05	3.00	1.06	8	8380.	353.	23692.	7671.
STUDENT / PAGE	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	3.45	13757.	10274.	18096.	3083.
OTHER PROFESSIONAL	0.0	0.	0.	0.	0.
LIBRARY ASSISTANT	9.60	8898.	7000.	16667.	1830.
CLERK	9.85	6806.	5810.	7897.	798.
STUDENT / PAGE	0.0	0.	0.	0.	0.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
10 LIBRARIES INCLUDED
B: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	VOLUME THROUGHPUT AVERAGE	LOW	PER ACO FTE HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	ACO SAL \$ AVERAGE	EXP PER VOLUME LOW	HIGH	THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	2.95	17761.01	4892.44	70675.00	17064.78	5	1.10	0.15	2.82	1.04
OTHER PROFESSIONAL	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
LIBRARY ASSISTANT	8.25	9850.65	3640.00	27520.00	6502.57	9	1.15	0.32	2.43	0.65
CLERK	9.80	7411.01	1460.00	97539.94	9271.73	7	1.23	0.07	4.22	1.13
STUDENT / PAGE	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	21.00	3669.90	1042.86	7626.33	2187.51	9	2.72	1.02	6.65	1.66

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VIII: ACQUISITIONS DEPARTMENT
C: ORDERING PATTERNS
10 LIBRARIES INCLUDED

MATERIAL TYPE AND/OR SOURCE	NUMBER OF LIBRARIES REPORTING	TOTAL THROUGHPUT			STD DEV
		AVERAGE	LOW	HIGH	
MONOGRAPH TITLES	9	8588.	2858.	21013.	5666.
SERIAL TITLES	7	569.	10.	1866.	577.
TOTAL TITLES	9	9030.	3640.	22879.	6037.
% STANDING ORDER	9	10.8	1.8	33.8	10.6
% APPROVAL PLAN	1	1.8	1.8	1.8	0.0
% ORDER REQUEST	10	92.8	64.8	99.8	11.0
% GIFT/EXCHANGE	10	10.8	1.8	50.8	13.7
% OTHER	3	10.8	1.8	17.8	6.7
YEAR IMPRINT					
% 1975-76	10	65.8	40.8	90.8	15.4
% 1969-74	10	25.8	5.8	45.8	12.2
% PRE1969	10	9.8	5.8	20.8	5.1
BACKFILE AND RETROSPECTIVE					
% SERIAL BACKFILE SUPPLEMENT	5	18.88	1.08	60.08	22.3
% MONOGRAPH RETROSPECTIVE COLLECTION DEVELOPMENT	6	35.08	2.08	95.08	33.6

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	7	41035.	7692.	85486.	28361.	6	3057.	-2181.	9052.	4093.
SALARIES AND FRINGE BENEFITS	7	37466.	7692.	85486.	26447.	6	4163.	694.	9052.	3019.
AUTOMATED SYSTEMS	1	5000.	5000.	5000.	0.	1	0.	0.	0.	0.
OTHER SUPPORT SERVICES	2	1732.	1000.	2464.	732.	2	-943.	-2385.	500.	1443.
EQUIPMENT RENTAL	2	229.	100.	357.	129.	1	118.	118.	118.	0.
COMMUNICATIONS	2	587.	200.	973.	387.	1	109.	109.	109.	0.
SUPPLIES	3	1835.	1506.	2000.	233.	3	67.	-366.	500.	433.
OTHER OPERATING	2	4691.	1000.	8382.	3691.	2	-2154.	-4807.	500.	2654.

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	6	44044.	12742.	80239.	25654.	6	6.07	2.61	9.27	2.46
SALARIES AND FRINGE BENEFITS	6	34959.	12742.	74434.	22376.	6	5.37	2.47	8.71	2.18
AUTOMATED SYSTEMS	1	5000.	5000.	5000.	0.	1	0.56	0.56	0.56	0.0
OTHER SUPPORT SERVICES	2	2675.	500.	4849.	2175.	2	0.39	0.11	0.52	0.19
EQUIPMENT RENTAL	1	239.	239.	239.	0.	1	0.03	0.03	0.03	0.0
COMMUNICATIONS	1	864.	864.	864.	0.	1	0.09	0.09	0.09	0.0
SUPPLIES	3	1791.	1500.	2000.	212.	3	0.28	0.20	0.38	0.08
OTHER OPERATING	2	6845.	500.	13189.	6345.	2	0.99	0.11	1.41	0.61

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
A: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES.\$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	9	2.03	0.20	6.70	1.93	9	26730.	3619.	89645.	25319.
OTHER PROFESSIONAL	1	0.13	0.13	0.13	0.0	1	1472.	1472.	1472.	0.
LIBRARY ASSISTANT	9	1.23	0.04	3.00	1.01	9	9947.	233.	24791.	8468.
CLERK	7	1.96	0.05	6.50	1.94	7	13896.	355.	49019.	14894.
STUDENT / PAGE	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	14.28	13160.	11226.	18095.	1736.
OTHER PROFESSIONAL	0.13	11776.	11776.	11776.	0.
LIBRARY ASSISTANT	11.06	8091.	5825.	10440.	617.
CLERK	13.75	7074.	6000.	7541.	504.
STUDENT / PAGE	0.0	0.	0.	0.	0.
OTHER	0.0	0.	0.	0.	0.

532

533

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE IX: CATALOGING DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TITLE AVERAGE	THROUGHPUT LOW	PER CAT HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	CAT AVERAGE	SAL \$ LOW	EXP PER TITLE HIGH	ANNUAL THROUGHPUT STD DEV
PROFESSIONAL LIBRARIAN	19.28	3653.12	1830.45	17700.00	3264.51	9	3.71	0.68	7.31	2.10
OTHER PROFESSIONAL	0.13	35824.00	35824.00	35824.00	0.0	1	0.33	0.33	0.33	0.0
LIBRARY ASSISTANT	11.06	6035.15	3145.00	111950.00	7002.38	9	1.42	0.05	3.32	0.97
CLERK	13.75	3718.18	1886.77	12580.00	2572.24	7	1.69	0.56	4.00	1.17
STUDENT / PAGE	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	43.22	1545.09	863.66	3540.00	836.81	9	6.49	2.15	11.96	2.97

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE IX: CATALOGING DEPARTMENT,
C: CATALOGING PATTERNS
10 LIBRARIES INCLUDED

TYPE OF MATERIAL	NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	HIGH	STD DEV
MONOGRAPH TITLES	10	5946.	624.	10354.	3218.4
SERIALS TITLES	4	154.	2.	500.	204.3
OTHER TITLES	6	1577.	3.	3500.	1210.3
TOTAL TITLES	10	6954.	629.	12264.	3657.5
CATALOGING SOURCE					
% LC CAT	5	30.8	1.8	85.8	30.7
% NUC DATA	9	16.8	1.8	46.8	16.4
% CIP DATA	8	17.8	1.8	41.8	14.6
% SECONDARY SOURCE	5	78.8	50.8	96.8	15.8
% ORIG CATALOGING	9	19.8	4.8	50.8	13.3
RELATED DATA					
LAG TIME	9	25.	4.	75.	23.3
BACKLOG	9	711.	35.	1600.	603.8
CARDS/RECORD ENTRY FOR:					
MONOGRAPH TITLES	10	5.	4.	7.	1.0
SERIALS TITLES	5	5.	3.	6.	1.0
OTHER TITLES	8	6.	3.	8.	2.0
PROOF SLIP SUBSCRIPTIONS					
9 LIBRARIES RESPONDING					
1 AFFIRMATIVE OR 11.1%					
8 NEGATIVE					
0 OTHER RESPONSE					

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT LOW	HIGH	STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	9	55619.	18951.	85895.	23574.	8	-4466.	-88587.	32045.	36098.
SALARIES AND FRINGE BENEFITS	9	46738.	18951.	68650.	19629.	8	1888.	-30101.	20295.	14955.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	4	7912.	2529.	15000.	5605.	4	-5239.	-34007.	8000.	17124.
EQUIPMENT RENTAL	3	1915.	365.	2880.	1107.	3	-567.	-3521.	1700.	2186.
COMMUNICATIONS	6	4118.	2000.	10400.	2890.	6	590.	-1084.	2280.	1235.
SUPPLIES	4	1287.	1000.	1600.	287.	4	-69.	-375.	238.	307.
OTHER OPERATING	3	4360.	1476.	8603.	3064.	3	-8015.	-20112.	1000.	8890.

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE V: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES				NUMBER OF LIBRARIES REPORTING	EXPENDITURE PER THROUGHPUT			
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	8	64110.	22000.	165608.	42525.	8	4.08	0.94	17.96	3.83
SALARIES AND FRINGE BENEFITS	8	48559.	19000.	88046.	21278.	8	3.09	0.65	15.51	2.78
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.0	0.0	0.0	0.0
OTHER SUPPORT SERVICES	4	13051.	2000.	36727.	13862.	4	0.60	0.11	2.65	0.89
EQUIPMENT RENTAL	3	2482.	245.	6401.	2780.	3	0.14	0.01	0.46	0.19
COMMUNICATIONS	6	3725.	1550.	11484.	3497.	6	0.20	0.05	1.63	0.29
SUPPLIES	4	1321.	1000.	1921.	377.	4	0.10	0.06	0.82	0.11
OTHER OPERATING	3	12375.	2000.	21588.	8039.	3	0.72	0.11	1.56	0.56

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	REQUEST AVERAGE	LOW	PER ILL HIGH	FTE STD DEV	NUMBER OF LIBRARIES REPORTING	ILL SAL \$ AVERAGE LOW	EXP LOW	ANNUAL PER REQUEST HIGH	STD DEV
PROFESSIONAL LIBRARIAN	28.65	6467.54	1225.00	142128.00	13272.18	10	3.09	0.07	13.88	3.91
OTHER PROFESSIONAL	1.10	28562.74	13864.00	175549.94	46481.45	2	0.33	0.17	0.49	0.16
LIBRARY ASSISTANT	15.45	11670.66	2244.61	92426.62	9471.98	9	1.22	0.10	3.45	1.08
CLEWK	19.97	8683.97	835.11	59360.00	7168.21	8	1.46	0.12	8.29	2.59
STUDENT / PAGE	5.55	15897.65	13864.00	31918.18	5314.96	3	0.34	0.16	0.45	0.13
OTHER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	70.72	2620.12	751.60	9801.93	1908.04	10	5.53	0.74	13.88	4.22

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	2.86	0.25	15.80	4.46	10	41818.	2639.	253345.	72115.
OTHER PROFESSIONAL	2	0.55	0.10	1.00	0.45	2	4862.	2943.	6780.	1919.
LIBRARY ASSISTANT	8	1.93	0.15	5.00	1.42	9	15906.	1328.	46940.	12979.
CLERK	8	2.50	0.05	7.00	2.13	8	16025.	355.	48974.	15064.
STUDENT / PAGE	3	1.85	0.55	4.00	1.53	3	11330.	2830.	25301.	9956.
OTHER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	28.65	14596.	10000.	18096.	2000.
OTHER PROFESSIONAL	1.10	8839.	6780.	29430.	6511.
LIBRARY ASSISTANT	15.45	8617.	7000.	9741.	990.
CLERK	19.97	6420.	4517.	7100.	858.
STUDENT / PAGE	5.55	6125.	5145.	6325.	370.
OTHER	0.0	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED

C: VOLUME OF BORROWING REQUESTS

BORROWING REQUESTS		NUMBER OF LIBRARIES REPORTING	AVERAGE	LOW	VOLUME HIGH	STD DEV
TOTAL	REQUESTS	8	1162.	191.	4624.	1337.
NUMBER	FILLED	8	1006.	120.	4000.	1156.
FILL	RATE	8	85.8%	66.3%	97.5%	9.3%
%	FILLED LOCALLY	6	34.8%	10.0%	80.0%	25.4%
%	FILLED IN STATE	8	67.8%	50.0%	90.0%	13.2%

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
D: NUMBER OF INSTITUTIONS QUERIED

STRATA	LIBRARIES REPORTING		PERCENT
	TOTAL	THIS STRATA	

1.0-1.4	9	2.	22.2%
1.5-1.9	9	2.	22.2%
2.0-2.4	9	2.	22.2%
2.5-2.9	9	0.	0.0%
3.0-3.4	9	3.	33.3%
3.5-3.9	9	0.	0.0%
4.0-4.4	9	0.	0.0%
4.5-4.9	9	0.	0.0%
5.0-5.4	9	0.	0.0%
MODE	3.0-3.4		
AVERAGE	2.0		

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
F: TIME REQUIRED TO FILL A REQUEST

SOURCE	NUMBER OF LIBRARIES REPORTING	AVERAGE DAYS			STD DEV
		AVERAGE	LOW	HIGH	
THROUGH A BIB CENTER	4	16.	13.	21.	3.
FROM A LIBRARY LOCALLY	7	4.	1.	7.	2.
ELSEWHERE IN STATE	9	7.	2.	12.	3.
ADJOINING STATES	9	13.	3.	23.	6.
ELSEWHERE	9	15.	7.	21.	5.
OVERALL	9	11.	4.	16.	5.

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
F: VERIFICATION

9 LIBRARIES OF 9 LIBRARIES RESPONDING NORMALLY VERIFY BORROWING REQUESTS
OR 100.0%

5 LIBRARIES OF 10 LIBRARIES RESPONDING NORMALLY VERIFY LENDING REQUESTS
OR 50.0%

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
G: FREQUENCY OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING		TOTAL OBSERVATIONS		FREQUENCY IN TABLE			STD DEV		PLACE IN TABLE			STD DEV	
						AVERAGE	LOW	HIGH			AVERAGE	LOW	HIGH		
LARGE	ACADEMIC	2		2		1.	1.	1.	0.		5.	1.	8.	4.	
	LIBRARY														
STATE	LIBRARY	2		2		1.	1.	1.	0.		5.	1.	9.	4.	
LARGE	PUBLIC	2		2		1.	1.	1.	0.		4.	2.	6.	2.	
	LIBRARY														
OTHER	REGIONAL	7		22		3.	1.	5.	2.		4.	1.	10.	3.	
	LIBRARY														
OTHER	ACADEMIC	4		11		3.	1.	4.	1.		5.	1.	8.	2.	
	LIBRARY														
OTHER	PUBLIC	5		25		5.	2.	8.	2.		5.	1.	10.	3.	
	LIBRARY														
BIBLIOGRAPHIC		3		3		1.	1.	1.	0.		5.	1.	10.	4.	
	CENTER														
SPECIAL	LIBRARY	1		2		2.	2.	2.	0.		8.	7.	9.	1.	
OTHER	LIBRARY	4		9		2.	1.	6.	2.		4.	1.	10.	3.	

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
H: FREQUENCY OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LARGE	ACADEMIC	4	7	2.	1.	3.	1.	4.	2.	8.	2.
LIBRARY											
STATE	LIBRARY	3	6	2.	1.	3.	1.	4.	1.	8.	2.
LARGE	PUBLIC	4	4	1.	1.	1.	0.	5.	1.	9.	3.
LIBRARY											
OTHER	REGIONAL	2	3	2.	1.	2.	1.	3.	1.	5.	2.
LIBRARY											
OTHER	ACADEMIC	9	24	3.	2.	6.	1.	5.	1.	10.	3.
LIBRARY											
OTHER	PUBLIC	2	8	4.	1.	7.	3.	6.	3.	9.	2.
LIBRARY											
BIBLIOGRAPHIC		5	5	1.	1.	1.	0.	4.	1.	7.	2.
CENTER											
SPECIAL	LIBRARY	2	2	1.	1.	1.	0.	6.	5.	6.	1.
OTHER	LIBRARY	0	0	0.	0.	0.	0.	0.	0.	0.	0.

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
I: LOCATION OF BORROWERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	FREQUENCY IN TABLE			STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
				AVERAGE	LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	10	49	5.	1.	10.	3.	5.	1.	10.	3.
ELSEWHERE		5	28	6.	2.	9.	3.	5.	1.	10.	3.
IN STATE											
ADJOINING STATES		1	1	1.	1.	1.	0.	1.	1.	1.	0.
OTHER	WESTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATES											
OTHER	EASTERN	0	0	0.	0.	0.	0.	0.	0.	0.	0.
STATES											

A: SURVEY OF 100 LIBRARIES: STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED
J: LOCATION OF LENDERS TABLE

STRATA		NUMBER OF LIBRARIES REPORTING	TOTAL OBSERVATIONS	AVERAGE	FREQUENCY IN TABLE		STD DEV	AVERAGE	PLACE IN TABLE		STD DEV
					LOW	HIGH			LOW	HIGH	
LOCAL	LIBRARY	9	37	4.	1.	9.	2.	4.	1.	10.	2.
ELSEWHERE		4	8	2.	1.	3.	1.	3.	2.	7.	2.
IN STATE											
ADJOINING	STATES	6	8	1.	1.	3.	1.	4.	1.	10.	3.
OTHER	WESTERN	2	3	2.	1.	2.	1.	8.	8.	9.	0.
STATES											
OTHER	EASTERN	2	3	2.	1.	2.	1.	6.	5.	6.	0.
STATES											

TABLE X: INTERLIBRARY LOAN DEPARTMENT
 10 LIBRARIES INCLUDED
 K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	PHOTOCOPY/DUPLICATE			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	1	6.	6.	6.	0.	3.7%	3.7%	3.7%	0.0
PERIODICALS	5	637.	40.	2000.	699.	94.4%	72.7%	100.0%	10.9
MICROFORMS	1	9.	9.	9.	0.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	5	640.	40.	2000.	698.	55.1%	33.3%	74.9%	16.6

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	ORIGINAL			AVERAGE	PERCENT OF TOTAL		
			LOW	HIGH	STD DEV		LOW	HIGH	STD DEV
BOOKSTOCK	5	583.	35.	2212.	826.	99.3%	96.3%	100.0%	1.5
PERIODICALS	2	9.	3.	15.	6.	13.9%	0.6%	27.3%	13.3
MICROFORMS	3	69.	3.	200.	92.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	3	83.	12.	213.	92.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	5	678.	80.	2625.	982.	44.9%	25.1%	66.7%	16.6

TABLE X: INTERLIBRARY LOAN DEPARTMENT
K: CHARACTERISTICS OF FILLED BORROWING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	5	584.	35.	2212.	825.	100.0%	100.0%	100.0%	0.0
PERIODICALS	5	641.	55.	2000.	697.	100.0%	100.0%	100.0%	0.0
MICROFORMS	4	54.	3.	200.	84.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	3	83.	12.	213.	92.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	6	1230.	120.	4625.	1540.	100.0%	100.0%	100.0%	0.0

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE X: INTERLIBRARY LOAN DEPARTMENT
10 LIBRARIES INCLUDED

L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	PHOTOCOPY/DUPLICATE				PERCENT OF TOTAL			
		AVERAGE	LOW	HIGH	STD DEV	AVERAGE	LOW	HIGH	STD DEV
BOOKSTOCK	3	81.	12.	200.	85.	7.7%	0.7%	19.0%	8.1
PERIODICALS	5	3292.	5.	15000.	5864.	72.9%	17.2%	100.0%	31.1
MICROFORMS	3	209.	10.	608.	282.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
GOVERNMENT DOCUMENTS	2	11.	10.	12.	1.	6.4%	6.3%	6.5%	0.1
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	5	3470.	45.	15608.	6077.	14.1%	0.2%	50.3%	18.4

TYPE OF MATERIALS	NUMBER OF LIBRARIES REPORTING	ORIGINAL				PERCENT OF TOTAL			
		AVERAGE	LOW	HIGH	STD DEV	AVERAGE	LOW	HIGH	STD DEV
BOOKSTOCK	5	7344.	128.	15000.	6152.	95.4%	81.0%	100.0%	7.3
PERIODICALS	3	413.	3.	1200.	557.	45.1%	15.0%	82.8%	28.2
MICROFORMS	1	48.	48.	48.	0.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	4	6774.	20.	19929.	7798.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	4	314.	150.	533.	160.	96.8%	93.5%	100.0%	3.2
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	5	13271.	1939.	20060.	6827.	85.9%	49.7%	99.8%	18.4

TABLE X: INTERLIBRARY LOAN DEPARTMENT
L: CHARACTERISTICS OF FILLED LENDING REQUESTS

TYPE OF MATERIALS	NUMBER OF LIRRARIES REPORTING	AVERAGE	TOTAL		STD DEV	AVERAGE	PERCENT OF TOTAL		STD DEV
			LOW	HIGH			LOW	HIGH	
BOOKSTOCK	5	7392.	158.	15000.	6134.	100.0%	100.0%	100.0%	0.0
PERIODICALS	5	3540.	8.	15000.	5754.	100.0%	100.0%	100.0%	0.0
MICROFORMS	4	169.	10.	608.	254.	100.0%	100.0%	100.0%	0.0
AUDIO/VISUAL	4	6774.	20.	19929.	7798.	100.0%	100.0%	100.0%	0.0
GOVERNMENT DOCUMENTS	4	319.	160.	533.	155.	100.0%	100.0%	100.0%	0.0
OTHER	0	0.	0.	0.	0.	0.0%	0.0%	0.0%	0.0
TOTAL	6	14246.	1767.	31008.	10610.	100.0%	100.0%	100.0%	0.0

563

564

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	AVERAGE	DEPARTMENT		STD DEV	NUMBER OF LIBRARIES REPORTING	INCREASE OVER LAST YEAR'S EXPENDITURES			
			LOW	HIGH			AVERAGE	LOW	HIGH	STD DEV
TOTAL OPERATING	10	122513.	42528.	375475.	91984.	9	20863.	-1573.	108769.	34788.
SALARIES AND FRINGE BENEFITS	10	104911.	41528.	261287.	60809.	9	19775.	-1573.	91249.	29473.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	4	7581.	2000.	22883.	8842.	4	-148.	-4146.	4938.	3470.
EQUIPMENT RENTAL	4	1301.	357.	3348.	1206.	4	264.	118.	475.	153.
COMMUNICATIONS	5	2240.	500.	3750.	1267.	5	384.	11.	1000.	386.
SUPPLIES	5	4551.	1500.	15000.	5244.	5	116.	-366.	500.	311.
OTHER OPERATING	4	26635.	2000.	86055.	34439.	4	1626.	-4807.	12371.	6535.

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: BUDGET PROFILE

BUDGET CATEGORY	NUMBER OF LIBRARIES REPORTING	LAST YEAR'S EXPENDITURES			STD DEV
		AVERAGE	LOW	HIGH	
TOTAL OPERATING	9	105946.	41250.	266706.	65670.
SALARIES AND FRINGE BENEFITS	9	87354.	40250.	170038.	38403.
AUTOMATED SYSTEMS	0	0.	0.	0.	0.
OTHER SUPPORT SERVICES	4	7729.	1000.	17945.	6291.
EQUIPMENT RENTAL	5	1247.	239.	2873.	974.
COMMUNICATIONS	5	1733.	500.	3739.	1171.
SUPPLIES	5	4453.	1300.	15000.	5290.
OTHER OPERATING	4	25009.	1000.	73684.	28506.

567

A: SURVEY OF 100 LIBRARIES, STATE LIBRARY STRATUM

TABLE VI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
R: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF LIBRARIES REPORTING	AVERAGE	FULL TIME EQUIVALENCIES			NUMBER OF LIBRARIES REPORTING	AVERAGE	ANNUAL SALARY EXPENDITURES, \$		
			LOW	HIGH	STD DEV			LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	10	2.11	1.00	5.00	1.14	10	40325.	10000.	86407.	20436.
OTHER PROFESSIONAL	9	1.56	1.00	3.00	0.68	9	23577.	9840.	54831.	14186.
LIBRARY ASSISTANT	3	2.33	1.00	5.00	1.89	3	23050.	7107.	51405.	20102.
CLERK	9	2.69	0.25	6.00	1.59	9	23762.	1570.	50389.	15071.
STUDENT / PAGE	1	1.00	1.00	1.00	0.0	0	0.	0.	0.	0.
OTHER	3	1.33	1.00	2.00	0.47	4	10299.	6565.	15154.	3304.
STAFF PAID BY OUTSIDE SOURCES	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.
VOLUNTEER	0	0.0	0.0	0.0	0.0	0	0.	0.	0.	0.

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	AVERAGE	AVERAGE SALARY PER FTE		STD DEV
			LOW	HIGH	
PROFESSIONAL LIBRARIAN	21.13	19089.	10000.	28938.	4619.
OTHER PROFESSIONAL	14.00	15157.	9840.	18277.	3078.
LIBRARY ASSISTANT	7.00	9878.	7107.	10637.	1138.
CLERK	24.25	8819.	5000.	11286.	1760.
STUDENT / PAGE	0.0	0.	0.	0.	0.
OTHER	4.00	8657.	7577.	11400.	1597.

568

A: SURVEY OF 100 LIBRARIES. STATE LIBRARY STRATUM

TABLE XI: ADMINISTRATIVE DEPARTMENT
10 LIBRARIES INCLUDED
A: STAFFING AND SALARY EXPENDITURES

TYPE OF EMPLOYEE	NUMBER OF FTE REPORTED	TOTAL LIBRARY FTE		PER ADM FTE		NUMBER OF LIBRARIES REPORTING	ADM SAL & EXP		ANNUAL PER TOTAL LIBRARY FTE	
		AVERAGE	LOW	HIGH	STD DEV		AVERAGE	LOW	HIGH	STD DEV
PROFESSIONAL LIBRARIAN	21.13	24.58	8.17	71.00	18.28	10	954.01	322.51	2146.29	567.72
OTHER PROFESSIONAL	14.00	35.02	18.50	77.00	14.15	9	471.38	232.39	891.89	203.42
LIBRARY ASSISTANT	7.00	26.61	24.16	36.50	4.37	3	320.68	245.07	425.54	76.52
CLERK	24.25	18.24	10.00	110.16	10.44	9	484.86	57.01	778.31	203.40
STUDENT / PAGE	1.00	24.50	24.50	24.50	0.0	0	0.0	0.0	0.0	0.0
OTHER	4.00	56.45	29.00	120.80	37.33	4	210.04	94.37	278.45	73.36
STAFF PAID BY OUTSIDE SOURCES	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
VOLUNTEER	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
TOTAL	71.38	7.28	4.08	12.83	2.56	10	1994.85	1284.51	3131.71	584.59

570

571

II. CASE STUDY RESULTS

The following section is devoted to the results of the time and cost data collected from 11 case studies over a period of three weeks. During the study data collection interval, time and volume was monitored in a number of activities within acquisitions, cataloging, serials and interlibrary loan. The data collection instruments appear in Appendix A, following this report. Each form and the output from these data, correspond. Thus, the number of the activity as listed in the data collection instrument for each division (i.e., cataloging, interlibrary loan, acquisitions, and serials) correspond to the number registered on the left-hand of each page. In addition, the units employed are indicated on the data collection instrument. Activities numbered beyond the last listed task of the form represent other activities which vary from case study to case study. For each division, and each case study, there are a total of four tables representing time and cost statistics. These are:

Table I: Time Profile: A table indicating the number of minutes spent on each task by category of employee, the total time spent in the task by type of employee, and the percent of the total employee-type time spent in this task.

Table II: Task Time Profile: A table indicating the total task time spent by all categories of employees, the percentage of that total task time by category of employee, the volume reported (if applicable) and the resulting unit time.

Table III: Cost Profile: A table indicating the direct salary (salaries plus fringe benefits) costs by task and employee group, the total direct salary cost, the administrative task cost (which represents the administration department budget disbursed over the total library full-time equivalencies reported), the volume reported, and the resulting direct labor unit cost, administrative overhead unit cost and the total labor cost (direct labor plus administrative overhead).

Table IV: Profile of Total Task Cost: A table indicating the direct labor task cost, the administrative department overhead, the unassigned, administrative, or supervisory cost overhead, as observed during data collection, and the resulting total labor costs (including prorated cost of nonprocessing related costs and administration), and a percentage of total costs created by the supervisory or unassignable overhead and by staff category.

In the tables representing unit costs or times (Tables II and III), the final column labeled "INC" (inclusive) is an indicator of the completeness of the volume reported. In cases where not all volume was reported for the particular activity, the counter reads "1", otherwise the counter is zero. In the instances of incomplete volume counts, only times statistics reported with corresponding volume throughput were taken for the calculation of unit times and unit costs. "-NE-" is indicated for each entry or activity in which no entry of data was recorded. Special note should be taken of the exceptions, and list of additional activities, included in each appendix.

Types of employees which appear in the tables are:

- A. Professional Librarian: A library employee who is considered by the library, and employed by the library, as a "librarian," either by virtue of education, certification, or other qualification, and whose salary is paid by the library.

- B. Other Professional: This category includes members of the library staff who do not act as librarians, but are considered professional members of another profession and perform that function within the library (e.g., accountant, systems analyst, business manager, curator). Included are only those other professionals who are paid by the library.
- C. Library Assistant: This category includes members of the library staff who perform technical tasks related to public services, technical processing, or other library function, and who are not librarians. Staff titles vary, and include para-professional, library technical assistant and library assistant. Included are only those employees paid by the library.
- D. Clerks: This category includes members of the library staff responsible for clerical and secretarial support. They may perform other duties associated with library operations as well. Only employees paid by the library are included.
- E. Student assistants/pages: Usually part-time employees, student assistants and pages are those members of the library staff normally paid on an hourly basis and perform tasks in support of library operations, such as shelving, circulation, physical processing and other supportive tasks. Only employees paid by the library are included.
- F. Other (excluding personnel responsible for plant maintenance and physical facilities): All paid employees who do not in any manner fall into the above categories and who are paid by the library.
- G. Personnel paid by outside sources: This category applies to all staff members whose salary is paid by other than the library. This would include all special project staff whose salary is provided by the state, federal government, or any form of grant, as well as regional headquarters staff whose salary is paid for by the region or a group of libraries.

H. Volunteers: This category includes all persons who donate their time to support library operations, including faculty members who provide non-paid service.

The reader is directed to the four appendices in the back of this publication for the data collection instruments and definitions of activities used in the case studies. Further, note should be made of the interpretations of activities, as they varied from our definitions, which appear in the appendices. For a summary of the case study findings, the reader is encouraged to review the document, "Summary of Survey of Costs in Technical Processing and Interlibrary Loan".

Part II, Section A

Acquisitions

A. Acquisitions

The acquisitions department was specified for this study as the administrative unit, or personnel (if there was no distinct department) in charge of acquiring (and perhaps selecting) books, periodicals and other materials by purchase, exchange, or gift, and responsible for the maintenance of records necessary for these additions. The reader is directed to Form Number 4, Acquisitions Activity Sheet, appearing in Appendix A, for a task list corresponding to the first thirty-two activities (and the relevant units employed) listed on the following tables. Due to the varied activities of each case study, interpretations of the listed activity differed. Any adaptations made in definition or inclusion of several tasks related to the activity as defined appears in Appendix A. The reader should review these carefully before drawing any conclusions from the data which appear in the following tables. Activities listed in these tables having a numeric designation above thirty-two, are unique activities to each participant. These are also listed in Appendix A. In addition, the reader should be aware of the fact that for many of the libraries participating as case studies, the data collection interval may not be reflective of year-round patterns in acquisitions.

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	8624	0	0	0	0	0	8624	0.0%	0.0%	13.4%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0	0	1970	0	0	0	0	0	1970	0.0%	0.0%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%
3	0	0	2765	0	185	0	0	0	2950	0.0%	0.0%	4.3%	0.0%	2.7%	0.0%	0.0%	0.0%
4	-NE-																
5	0	0	10994	0	0	0	0	0	10994	0.0%	0.0%	17.1%	0.0%	0.0%	0.0%	0.0%	0.0%
6	0	0	433	0	0	0	0	0	433	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	0	0	265	0	0	0	0	0	265	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
9	0	0	150	0	435	0	0	0	585	0.0%	0.0%	0.2%	0.0%	6.3%	0.0%	0.0%	0.0%
10	0	0	0	4125	0	0	0	0	4125	0.0%	0.0%	0.0%	27.9%	0.0%	0.0%	0.0%	0.0%
11	0	0	900	0	945	0	0	0	1845	0.0%	0.0%	1.4%	0.0%	13.6%	0.0%	0.0%	0.0%
12	0	0	3034	0	0	0	0	0	3034	0.0%	0.0%	4.7%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	0	220	0	0	0	0	220	0.0%	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%
14	0	0	190	0	1505	0	0	0	1695	0.0%	0.0%	0.3%	0.0%	21.7%	0.0%	0.0%	0.0%
15	0	0	235	0	1950	0	0	0	2185	0.0%	0.0%	0.4%	0.0%	28.1%	0.0%	0.0%	0.0%
16	-NE-																
17	0	0	115	0	0	0	0	0	115	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	1555	0	40	0	0	0	1595	0.0%	0.0%	2.4%	0.0%	0.6%	0.0%	0.0%	0.0%
19	0	0	50	0	0	0	0	0	50	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
20	0	0	7105	3880	0	0	0	0	10985	0.0%	0.0%	11.0%	26.2%	0.0%	0.0%	0.0%	0.0%
21	0	0	0	890	0	0	0	0	890	0.0%	0.0%	0.0%	6.0%	0.0%	0.0%	0.0%	0.0%
22	-NE-																
23	0	0	315	0	85	0	0	0	400	0.0%	0.0%	0.5%	0.0%	1.2%	0.0%	0.0%	0.0%
24	0	0	255	0	140	0	0	0	395	0.0%	0.0%	0.4%	0.0%	2.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK; E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	822	0	0	0	0	0	822	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	830	0	0	0	0	0	830	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	0	0	50	1435	125	0	0	0	1610	0.0%	0.0%	0.1%	9.7%	1.8%	0.0%	0.0%	0.0%
29	0	0	615	550	0	0	0	0	1165	0.0%	0.0%	1.0%	3.7%	0.0%	0.0%	0.0%	0.0%
30	0	0	915	2085	545	0	0	0	3545	0.0%	0.0%	1.4%	14.1%	7.9%	0.0%	0.0%	0.0%
31	0	0	13815	1075	540	0	0	0	15430	0.0%	0.0%	21.5%	7.3%	7.8%	0.0%	0.0%	0.0%
32	0	0	3410	550	217	0	0	0	4177	0.0%	0.0%	5.3%	3.7%	3.1%	0.0%	0.0%	0.0%
33	0	0	85	0	40	0	0	0	125	0.0%	0.0%	0.1%	0.0%	0.6%	0.0%	0.0%	0.0%
34	0	0	115	0	0	0	0	0	115	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
35	0	0	0	0	90	0	0	0	90	0.0%	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%
36	0	0	645	0	0	0	0	0	645	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%
37	0	0	865	0	90	0	0	0	955	0.0%	0.0%	1.3%	0.0%	1.3%	0.0%	0.0%	0.0%
38	0	0	15	0	0	0	0	0	15	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
39	0	0	1432	0	0	0	0	0	1432	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%
40	0	0	70	0	0	0	0	0	70	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
41	0	0	285	0	0	0	0	0	285	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
42	0	0	1420	0	0	0	0	0	1420	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	64344	14810	6932	0	0	0	86086	0.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	8624	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3229	2.67	0
2	1970	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	764	1.95	1
3	2950	0.0%	0.0%	93.7%	0.0%	6.3%	0.0%	0.0%	0.0%	1183	2.41	1
4	-NE-											
5	10994	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2561	3.58	1
6	433	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1029	0.40	1
7	-NE-											
8	265	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	105	2.52	0
9	585	0.0%	0.0%	25.6%	0.0%	74.4%	0.0%	0.0%	0.0%	2382	0.25	0
10	4125	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5589	0.48	1
11	1845	0.0%	0.0%	48.8%	0.0%	51.2%	0.0%	0.0%	0.0%	6491	0.28	0
12	3034	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5492	0.55	0
13	220	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	386	0.57	0
14	1695	0.0%	0.0%	11.2%	0.0%	88.8%	0.0%	0.0%	0.0%	1897	0.89	1
15	2185	0.0%	0.0%	10.8%	0.0%	89.2%	0.0%	0.0%	0.0%	1585	1.37	1
16	-NE-											
17	115	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	75	1.40	1
18	1595	0.0%	0.0%	97.5%	0.0%	2.5%	0.0%	0.0%	0.0%	1320	1.00	1
19	50	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
20	10985	0.0%	0.0%	64.7%	35.3%	0.0%	0.0%	0.0%	0.0%	1603	6.85	0
21	890	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	937	0.95	0
22	-NE-											
23	400	0.0%	0.0%	78.8%	0.0%	21.3%	0.0%	0.0%	0.0%	165	0.94	1
24	395	0.0%	0.0%	64.6%	0.0%	35.4%	0.0%	0.0%	0.0%	340	1.16	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	822	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	285	2.13	1
26	830	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	103	8.06	0
27	-NE-											
28	1610	0.0%	0.0%	3.1%	89.1%	7.8%	0.0%	0.0%	0.0%	-NE-		
29	1165	0.0%	0.0%	52.8%	47.2%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	3545	0.0%	0.0%	25.8%	58.8%	15.4%	0.0%	0.0%	0.0%	70	2.50	1
31	15430	0.0%	0.0%	89.5%	7.0%	3.5%	0.0%	0.0%	0.0%	33	0.91	1
32	4177	0.0%	0.0%	81.6%	13.2%	5.2%	0.0%	0.0%	0.0%	-NE-		
33	125	0.0%	0.0%	68.0%	0.0%	32.0%	0.0%	0.0%	0.0%	471	0.27	0
34	115	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	108	1.06	0
35	90	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	430	0.21	0
36	645	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	22	10.45	1
37	955	0.0%	0.0%	90.6%	0.0%	9.4%	0.0%	0.0%	0.0%	-NE-		
38	15	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50	0.30	0
39	1432	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	202	6.79	1
40	70	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9	1.11	1
41	285	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
42	1420	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	86086	0.0%	0.0%	74.7%	17.2%	8.1%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	994.81	0.0	0.0	0.0	0.0	0.0	994.81	52.21	3229	0.31	0.02	0.32	0
2	0.0	0.0	239.09	0.0	0.0	0.0	0.0	0.0	239.09	11.93	764	0.22	0.01	0.24	1
3	0.0	0.0	307.63	0.0	7.25	0.0	0.0	0.0	314.88	17.86	1183	0.26	0.01	0.27	1
4	-NE-														
5	0.0	0.0	1303.89	0.0	0.0	0.0	0.0	0.0	1303.89	66.56	2561	0.42	0.02	0.44	1
6	0.0	0.0	50.27	0.0	0.0	0.0	0.0	0.0	50.27	2.62	1029	0.05	0.00	0.05	1
7	-NE-														
8	0.0	0.0	32.11	0.0	0.0	0.0	0.0	0.0	32.11	1.60	105	0.31	0.02	0.32	0
9	0.0	0.0	20.05	0.0	17.04	0.0	0.0	0.0	37.09	3.54	2382	0.02	0.00	0.02	0
10	0.0	0.0	0.0	361.24	0.0	0.0	0.0	0.0	361.24	24.97	5589	0.05	0.00	0.05	1
11	0.0	0.0	100.09	0.0	37.01	0.0	0.0	0.0	137.11	11.17	6491	0.02	0.00	0.02	0
12	0.0	0.0	297.03	0.0	0.0	0.0	0.0	0.0	297.03	18.37	5492	0.05	0.00	0.06	0
13	0.0	0.0	0.0	20.66	0.0	0.0	0.0	0.0	20.66	1.33	386	0.05	0.00	0.06	0
14	0.0	0.0	23.09	0.0	57.69	0.0	0.0	0.0	80.78	10.26	1897	0.04	0.01	0.05	1
15	0.0	0.0	20.10	0.0	76.37	0.0	0.0	0.0	96.47	13.23	1585	0.06	0.01	0.07	1
16	-NE-														
17	0.0	0.0	9.70	0.0	0.0	0.0	0.0	0.0	9.70	0.70	75	0.12	0.01	0.13	1
18	0.0	0.0	191.07	0.0	1.57	0.0	0.0	0.0	192.64	9.66	1320	0.12	0.01	0.13	1
19	0.0	0.0	7.12	0.0	0.0	0.0	0.0	0.0	7.12	0.30	-NE-				
20	0.0	0.0	592.29	323.49	0.0	0.0	0.0	0.0	915.78	66.51	1603	0.57	0.04	0.61	0
21	0.0	0.0	0.0	78.61	0.0	0.0	0.0	0.0	78.61	5.39	937	0.08	0.01	0.09	0
22	-NE-														
23	0.0	0.0	34.73	0.0	3.26	0.0	0.0	0.0	37.99	2.42	165	0.07	0.01	0.08	1
24	0.0	0.0	19.94	0.0	5.48	0.0	0.0	0.0	25.42	2.39	340	0.07	0.01	0.08	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST, \$	ADMIN.# TASK COST, \$	VOL- UME	DIRECT UNIT COST, \$	ADMIN.# UNIT COST, \$	TOTAL UNIT COST, \$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	93.38	0.0	0.0	0.0	0.0	0.0	93.38	4.98	285	0.24	0.01	0.25	1
26	0.0	0.0	94.68	0.0	0.0	0.0	0.0	0.0	94.68	5.03	103	0.92	0.05	0.97	0
27	-NE-														
28	0.0	0.0	3.85	134.87	4.90	0.0	0.0	0.0	143.63	9.75	-NE-				
29	0.0	0.0	60.26	50.76	0.0	0.0	0.0	0.0	111.03	7.05	-NE-				
30	0.0	0.0	115.72	193.54	21.35	0.0	0.0	0.0	330.60	21.46	70	0.31	0.02	0.32	1
31	0.0	0.0	1637.05	96.50	21.15	0.0	0.0	0.0	1754.69	93.42	33	0.08	0.01	0.08	1
32	0.0	0.0	382.37	49.30	8.48	0.0	0.0	0.0	440.15	25.29	-NE-				
33	0.0	0.0	12.10	0.0	1.57	0.0	0.0	0.0	13.67	0.76	471	0.03	0.00	0.03	0
34	0.0	0.0	16.37	0.0	0.0	0.0	0.0	0.0	16.37	0.70	108	0.15	0.01	0.16	0
35	0.0	0.0	0.0	0.0	3.52	0.0	0.0	0.0	3.52	0.54	430	0.01	0.00	0.01	0
36	0.0	0.0	53.16	0.0	0.0	0.0	0.0	0.0	53.16	3.91	22	0.89	0.06	0.95	1
37	0.0	0.0	96.70	0.0	3.52	0.0	0.0	0.0	100.22	5.78	-NE-				
38	0.0	0.0	1.84	0.0	0.0	0.0	0.0	0.0	1.84	0.09	50	0.04	0.00	0.04	0
39	0.0	0.0	171.78	0.0	0.0	0.0	0.0	0.0	171.78	8.67	202	0.81	0.04	0.86	1
40	0.0	0.0	8.50	0.0	0.0	0.0	0.0	0.0	8.50	0.42	9	0.14	0.01	0.14	1
41	0.0	0.0	24.23	0.0	0.0	0.0	0.0	0.0	24.23	1.73	-NE-				
42	0.0	0.0	133.19	0.0	0.0	0.0	0.0	0.0	133.19	8.60	-NE-				
TOTAL	0.0	0.0	7148.16	1308.98	270.16	0.0	0.0	0.0	8727.30	521.19					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	994.81	52.21	225.57	1272.60	21.8%	0.0%	0.0%	78.2%	0.0%	0.0%	0.0%	0.0%	0.0%
2	239.09	11.93	51.53	302.54	21.0%	0.0%	0.0%	79.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	314.88	17.86	77.16	409.90	23.2%	0.0%	0.0%	75.1%	0.0%	1.8%	0.0%	0.0%	0.0%
4	-NE-												
5	1303.89	66.56	287.56	1658.01	21.4%	0.0%	0.0%	78.6%	0.0%	0.0%	0.0%	0.0%	0.0%
6	50.27	2.62	11.33	64.22	21.7%	0.0%	0.0%	78.3%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	32.11	1.60	6.93	40.65	21.0%	0.0%	0.0%	79.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	37.09	3.54	15.30	55.93	33.7%	0.0%	0.0%	35.8%	0.0%	30.5%	0.0%	0.0%	0.0%
10	361.24	24.97	107.90	494.11	26.9%	0.0%	0.0%	0.0%	73.1%	0.0%	0.0%	0.0%	0.0%
11	137.11	11.17	48.26	196.54	30.2%	0.0%	0.0%	50.9%	0.0%	18.8%	0.0%	0.0%	0.0%
12	297.03	18.37	79.36	394.76	24.8%	0.0%	0.0%	75.2%	0.0%	0.0%	0.0%	0.0%	0.0%
13	20.66	1.33	5.75	27.75	25.5%	0.0%	0.0%	0.0%	74.5%	0.0%	0.0%	0.0%	0.0%
14	80.78	10.26	44.34	135.38	40.3%	0.0%	0.0%	17.1%	0.0%	42.6%	0.0%	0.0%	0.0%
15	96.47	13.23	57.15	166.85	42.2%	0.0%	0.0%	12.0%	0.0%	45.8%	0.0%	0.0%	0.0%
16	-NE-												
17	9.70	0.70	3.01	13.40	27.6%	0.0%	0.0%	72.4%	0.0%	0.0%	0.0%	0.0%	0.0%
18	192.64	9.66	41.72	244.01	21.1%	0.0%	0.0%	78.3%	0.0%	0.6%	0.0%	0.0%	0.0%
19	7.12	0.30	1.31	8.73	18.5%	0.0%	0.0%	81.5%	0.0%	0.0%	0.0%	0.0%	0.0%
20	915.78	66.51	287.33	1269.62	27.9%	0.0%	0.0%	46.7%	25.5%	0.0%	0.0%	0.0%	0.0%
21	78.61	5.39	23.28	107.27	26.7%	0.0%	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%
22	-NE-												
23	37.99	2.42	10.46	50.87	25.3%	0.0%	0.0%	68.3%	0.0%	6.4%	0.0%	0.0%	0.0%
24	25.42	2.39	10.33	38.14	33.4%	0.0%	0.0%	52.3%	0.0%	14.4%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

595

596

LIBRARY NO 1
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK# COST.\$	TOTAL TASK COST.\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
25	93.38	4.98	21.50	119.86	22.1%	0.0%	0.0%	77.9%	0.0%	0.0%	0.0%	0.0%	0.0%
26	94.68	5.03	21.71	121.41	22.0%	0.0%	0.0%	78.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	143.63	9.75	42.11	195.49	26.5%	0.0%	0.0%	2.0%	69.0%	2.5%	0.0%	0.0%	0.0%
29	111.03	7.05	30.47	148.56	25.3%	0.0%	0.0%	40.6%	34.2%	0.0%	0.0%	0.0%	0.0%
30	330.60	21.46	92.72	444.79	25.7%	0.0%	0.0%	26.0%	43.5%	4.8%	0.0%	0.0%	0.0%
31##	1754.69	93.42	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	440.15	25.29	109.26	574.70	23.4%	0.0%	0.0%	66.5%	8.6%	1.5%	0.0%	0.0%	0.0%
33	13.67	0.76	3.27	17.69	22.8%	0.0%	0.0%	68.4%	0.0%	8.9%	0.0%	0.0%	0.0%
34	16.37	0.70	3.01	20.08	18.5%	0.0%	0.0%	81.5%	0.0%	0.0%	0.0%	0.0%	0.0%
35	3.52	0.54	2.35	6.42	45.1%	0.0%	0.0%	0.0%	0.0%	54.9%	0.0%	0.0%	0.0%
36	53.16	3.91	16.87	73.94	28.1%	0.0%	0.0%	71.9%	0.0%	0.0%	0.0%	0.0%	0.0%
37	100.22	5.78	24.98	130.99	23.5%	0.0%	0.0%	73.8%	0.0%	2.7%	0.0%	0.0%	0.0%
38	1.84	0.09	0.39	2.33	20.8%	0.0%	0.0%	79.2%	0.0%	0.0%	0.0%	0.0%	0.0%
39	171.78	8.67	37.46	217.91	21.2%	0.0%	0.0%	78.8%	0.0%	0.0%	0.0%	0.0%	0.0%
40	8.50	0.42	1.83	10.75	21.0%	0.0%	0.0%	79.0%	0.0%	0.0%	0.0%	0.0%	0.0%
41	24.23	1.73	7.45	33.41	27.5%	0.0%	0.0%	72.5%	0.0%	0.0%	0.0%	0.0%	0.0%
42	133.19	8.60	37.14	178.93	25.6%	0.0%	0.0%	74.4%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	6972.61	427.77	1848.11	9248.49	24.6%	0.0%	0.0%	59.6%	13.1%	2.7%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK; E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY.*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	-NE-																
2	-NE-																
3	327	0	967	0	100	0	0	0	1394	2.2%	0.0%	2.4%	0.0%	3.5%	0.0%	0.0%	0.0%
4	802	0	3130	0	0	0	0	0	3932	5.5%	0.0%	7.8%	0.0%	0.0%	0.0%	0.0%	0.0%
5	2388	0	10183	4660	590	0	0	0	17821	16.4%	0.0%	25.2%	22.8%	20.4%	0.0%	0.0%	0.0%
6	1367	0	1323	0	180	0	0	0	2870	9.4%	0.0%	3.3%	0.0%	6.2%	0.0%	0.0%	0.0%
7	0	0	1822	1855	0	0	0	0	3677	0.0%	0.0%	4.5%	9.1%	0.0%	0.0%	0.0%	0.0%
8	0	0	125	0	0	0	0	0	125	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-																
10	0	0	225	3475	0	0	0	0	3700	0.0%	0.0%	0.6%	17.0%	0.0%	0.0%	0.0%	0.0%
11	0	0	0	740	0	0	0	0	740	0.0%	0.0%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%
12	0	0	310	50	980	0	0	0	1340	0.0%	0.0%	0.8%	0.2%	33.8%	0.0%	0.0%	0.0%
13	-NE-																
14	700	0	3399	0	195	0	0	0	4294	4.8%	0.0%	8.4%	0.0%	6.7%	0.0%	0.0%	0.0%
15	0	0	2150	0	0	0	0	0	2150	0.0%	0.0%	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-																
17	-NE-																
18	105	0	4520	0	0	0	0	0	4625	0.7%	0.0%	11.2%	0.0%	0.0%	0.0%	0.0%	0.0%
19	0	0	1760	0	0	0	0	0	1760	0.0%	0.0%	4.4%	0.0%	0.0%	0.0%	0.0%	0.0%
20	0	0	0	1480	0	0	0	0	1480	0.0%	0.0%	0.0%	7.2%	0.0%	0.0%	0.0%	0.0%
21	0	0	115	910	0	0	0	0	1025	0.0%	0.0%	0.3%	4.5%	0.0%	0.0%	0.0%	0.0%
22	0	0	0	575	0	0	0	0	575	0.0%	0.0%	0.0%	2.8%	0.0%	0.0%	0.0%	0.0%
23	0	0	185	0	0	0	0	0	185	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%
24	180	0	130	0	0	0	0	0	310	1.2%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	360	0	0	0	0	0	360	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	40	0	0	0	0	0	40	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	0	0	280	195	0	0	0	0	475	0.0%	0.0%	0.7%	1.0%	0.0%	0.0%	0.0%	0.0%
29	-NE-																
30	55	0	0	260	0	0	0	0	315	0.4%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
31	6507	0	7201	4240	263	0	0	0	18211	44.7%	0.0%	17.8%	20.7%	9.1%	0.0%	0.0%	0.0%
32	260	0	995	800	195	0	0	0	2250	1.8%	0.0%	2.5%	3.9%	6.7%	0.0%	0.0%	0.0%
33	0	0	75	0	0	0	0	0	75	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
34	0	0	280	0	0	0	0	0	280	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
35	0	0	0	0	270	0	0	0	270	0.0%	0.0%	0.0%	0.0%	9.3%	0.0%	0.0%	0.0%
36	0	0	0	0	95	0	0	0	95	0.0%	0.0%	0.0%	0.0%	3.3%	0.0%	0.0%	0.0%
37	0	0	0	0	30	0	0	0	30	0.0%	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%
38	0	0	10	0	0	0	0	0	10	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
39	-NE-																
40	0	0	0	270	0	0	0	0	270	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
41	0	0	0	45	0	0	0	0	45	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
42	0	0	0	250	0	0	0	0	250	0.0%	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%
43	0	0	0	370	0	0	0	0	370	0.0%	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%
44	0	0	0	270	0	0	0	0	270	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
45	0	0	545	0	0	0	0	0	545	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%
46	0	0	225	0	0	0	0	0	225	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
47	1881	0	0	0	0	0	0	0	1881	12.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	14572	0	40355	20445	2898	0	0	0	78270	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	-NE-											
2	-NE-											
3	1394	23.5%	0.0%	69.4%	0.0%	7.2%	0.0%	0.0%	0.0%	713	1.96	0
4	3932	20.4%	0.0%	79.6%	0.0%	0.0%	0.0%	0.0%	0.0%	2135	1.84	0
5	17821	13.4%	0.0%	57.1%	26.1%	3.3%	0.0%	0.0%	0.0%	9025	1.97	0
6	2870	47.6%	0.0%	46.1%	0.0%	6.3%	0.0%	0.0%	0.0%	4388	0.65	0
7	3677	0.0%	0.0%	49.6%	50.4%	0.0%	0.0%	0.0%	0.0%	2414	1.52	0
8	125	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25	5.00	0
9	-NE-											
10	3700	0.0%	0.0%	6.1%	93.9%	0.0%	0.0%	0.0%	0.0%	2434	1.52	0
11	740	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1264	0.59	0
12	1340	0.0%	0.0%	23.1%	3.7%	73.1%	0.0%	0.0%	0.0%	3326	0.40	0
13	-NE-											
14	4294	16.3%	0.0%	79.2%	0.0%	4.5%	0.0%	0.0%	0.0%	1371	2.60	1
15	2150	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1552	1.39	0
16	-NE-											
17	-NE-											
18	4625	2.3%	0.0%	97.7%	0.0%	0.0%	0.0%	0.0%	0.0%	13602	0.32	1
19	1760	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	897	1.81	1
20	1480	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	283	5.23	0
21	1025	0.0%	0.0%	11.2%	88.8%	0.0%	0.0%	0.0%	0.0%	722	1.42	0
22	575	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
23	185	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25	7.40	0
24	310	58.1%	0.0%	41.9%	0.0%	0.0%	0.0%	0.0%	0.0%	216	1.44	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	360	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	38	9.47	0
26	40	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10	4.00	0
27	-NE-											
28	475	0.0%	0.0%	58.9%	41.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	-NE-											
30	315	17.5%	0.0%	0.0%	82.5%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	18211	35.7%	0.0%	39.5%	23.3%	1.4%	0.0%	0.0%	0.0%	5	42.00	1
32	2250	11.6%	0.0%	44.2%	35.6%	8.7%	0.0%	0.0%	0.0%	-NE-		
33	75	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	23	3.26	0
34	280	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	416	0.67	0
35	270	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	845	0.32	0
36	95	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	326	0.29	0
37	30	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	366	0.08	0
38	10	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
39	-NE-											
40	270	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
41	45	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
42	250	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
43	370	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	530	0.70	0
44	270	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
45	545	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1694	0.32	0
46	225	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	487	0.46	0
47	1881	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3848	0.49	0
TOTAL	78270	18.6%	0.0%	51.6%	26.1%	3.7%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	A	B	TASK COST(\$ BY EMPLOYEE CATEGORY*						DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL-UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
1	-NE-														
2	-NE-														
3	43.19	0.0	75.29	0.0	3.85	0.0	0.0	0.0	122.33	7.36	713	0.17	0.01	0.18	0
4	107.12	0.0	173.96	0.0	0.0	0.0	0.0	0.0	281.08	20.75	2135	0.13	0.01	0.14	0
5	317.88	0.0	645.80	285.01	22.71	0.0	0.0	0.0	1271.40	94.04	9025	0.14	0.01	0.15	0
6	189.36	0.0	76.91	0.0	6.93	0.0	0.0	0.0	273.20	15.14	4388	0.06	0.00	0.07	0
7	0.0	0.0	94.07	105.70	0.0	0.0	0.0	0.0	199.77	19.40	2414	0.08	0.01	0.09	0
8	0.0	0.0	6.56	0.0	0.0	0.0	0.0	0.0	6.56	0.66	25	0.26	0.03	0.29	0
9	-NE-														
10	0.0	0.0	21.07	240.13	0.0	0.0	0.0	0.0	261.20	19.52	2434	0.11	0.01	0.12	0
11	0.0	0.0	0.0	42.17	0.0	0.0	0.0	0.0	42.17	3.90	1264	0.03	0.00	0.04	0
12	0.0	0.0	15.44	2.85	37.73	0.0	0.0	0.0	56.02	7.07	3326	0.02	0.00	0.02	0
13	-NE-														
14	97.19	0.0	179.13	0.0	7.51	0.0	0.0	0.0	283.82	22.66	1371	0.13	0.01	0.15	1
15	0.0	0.0	213.09	0.0	0.0	0.0	0.0	0.0	213.09	11.35	1552	0.14	0.01	0.14	0
16	-NE-														
17	-NE-														
18	18.59	0.0	242.94	0.0	0.0	0.0	0.0	0.0	261.52	24.41	13602	0.02	0.00	0.02	1
19	0.0	0.0	92.01	0.0	0.0	0.0	0.0	0.0	92.01	9.29	897	0.09	0.01	0.10	1
20	0.0	0.0	0.0	104.61	0.0	0.0	0.0	0.0	104.61	7.81	283	0.37	0.03	0.40	0
21	0.0	0.0	11.40	51.85	0.0	0.0	0.0	0.0	63.25	5.41	722	0.09	0.01	0.10	0
22	0.0	0.0	0.0	32.76	0.0	0.0	0.0	0.0	32.76	3.03	-NE-				
23	0.0	0.0	17.14	0.0	0.0	0.0	0.0	0.0	17.14	0.98	25	0.69	0.04	0.72	0
24	24.99	0.0	12.04	0.0	0.0	0.0	0.0	0.0	37.03	1.64	216	0.17	0.01	0.18	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK; E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	33.34	0.0	0.0	0.0	0.0	0.0	33.34	1.90	38	0.88	0.05	0.93	0
26	0.0	0.0	3.70	0.0	0.0	0.0	0.0	0.0	3.70	0.21	10	0.37	0.02	0.39	0
27	-NE-														
28	0.0	0.0	25.93	11.11	0.0	0.0	0.0	0.0	37.05	2.51	-NE-				
29	-NE-														
30	7.64	0.0	0.0	18.17	0.0	0.0	0.0	0.0	25.81	1.66	-NE-				
31	886.77	0.0	567.83	270.72	10.13	0.0	0.0	0.0	1735.44	96.10	5	2.97	0.22	3.19	1
32	35.04	0.0	67.41	48.58	7.51	0.0	0.0	0.0	158.54	11.87	-NE-				
33	0.0	0.0	6.38	0.0	0.0	0.0	0.0	0.0	6.38	0.40	23	0.28	0.02	0.29	0
34	0.0	0.0	26.07	0.0	0.0	0.0	0.0	0.0	26.07	1.48	416	0.06	0.00	0.07	0
35	0.0	0.0	0.0	0.0	10.39	0.0	0.0	0.0	10.39	1.42	845	0.01	0.00	0.01	0
36	0.0	0.0	0.0	0.0	3.66	0.0	0.0	0.0	3.66	0.50	326	0.01	0.00	0.01	0
37	0.0	0.0	0.0	0.0	1.15	0.0	0.0	0.0	1.15	0.16	366	0.00	0.00	0.00	0
38	0.0	0.0	0.62	0.0	0.0	0.0	0.0	0.0	0.62	0.05	-NE-				
39	-NE-														
40	0.0	0.0	0.0	15.38	0.0	0.0	0.0	0.0	15.38	1.42	-NE-				
41	0.0	0.0	0.0	2.56	0.0	0.0	0.0	0.0	2.56	0.24	-NE-				
42	0.0	0.0	0.0	14.25	0.0	0.0	0.0	0.0	14.25	1.32	-NE-				
43	0.0	0.0	0.0	21.08	0.0	0.0	0.0	0.0	21.08	1.95	530	0.04	0.00	0.04	0
44	0.0	0.0	0.0	16.51	0.0	0.0	0.0	0.0	16.51	1.42	-NE-				
45	0.0	0.0	54.01	0.0	0.0	0.0	0.0	0.0	54.01	2.88	1694	0.03	0.00	0.03	0
46	0.0	0.0	22.30	0.0	0.0	0.0	0.0	0.0	22.30	1.19	487	0.05	0.00	0.05	0
47	247.82	0.0	0.0	0.0	0.0	0.0	0.0	0.0	247.82	9.93	3848	0.06	0.00	0.07	0
TOTAL	1975.57	0.0	2684.44	1283.46	111.57	0.0	0.0	0.0	6055.02	413.01					

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	-NE-												
2	-NE-												
3	122.33	7.36	42.51	172.20	29.0%	25.1%	0.0%	43.7%	0.0%	2.2%	0.0%	0.0%	0.0%
4	281.08	20.75	119.91	421.73	33.4%	25.4%	0.0%	41.2%	0.0%	0.0%	0.0%	0.0%	0.0%
5	1271.40	94.04	543.46	1908.90	33.4%	16.7%	0.0%	33.8%	14.9%	1.2%	0.0%	0.0%	0.0%
6	273.20	15.14	87.52	375.87	27.3%	50.4%	0.0%	20.5%	0.0%	1.8%	0.0%	0.0%	0.0%
7	199.77	19.40	112.13	331.30	39.7%	0.0%	0.0%	28.4%	31.9%	0.0%	0.0%	0.0%	0.0%
8	6.56	0.66	3.81	11.03	40.6%	0.0%	0.0%	59.4%	0.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-												
10	261.20	19.52	112.83	393.56	33.6%	0.0%	0.0%	5.4%	61.0%	0.0%	0.0%	0.0%	0.0%
11	42.17	3.90	22.57	68.64	38.6%	0.0%	0.0%	0.0%	61.4%	0.0%	0.0%	0.0%	0.0%
12	56.02	7.07	40.86	103.96	46.1%	0.0%	0.0%	14.9%	2.7%	36.3%	0.0%	0.0%	0.0%
13	-NE-												
14	283.82	22.66	130.95	437.43	35.1%	22.2%	0.0%	40.9%	0.0%	1.7%	0.0%	0.0%	0.0%
15	213.09	11.35	65.57	290.00	26.5%	0.0%	0.0%	73.5%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-												
17	-NE-												
18	261.52	24.41	141.04	426.97	38.7%	4.4%	0.0%	56.9%	0.0%	0.0%	0.0%	0.0%	0.0%
19	92.01	9.29	53.67	154.97	40.6%	0.0%	0.0%	59.4%	0.0%	0.0%	0.0%	0.0%	0.0%
20	104.61	7.81	45.13	157.55	33.6%	0.0%	0.0%	0.0%	66.4%	0.0%	0.0%	0.0%	0.0%
21	63.25	5.41	31.26	99.92	36.7%	0.0%	0.0%	11.4%	51.9%	0.0%	0.0%	0.0%	0.0%
22	32.76	3.03	17.53	53.33	38.6%	0.0%	0.0%	0.0%	61.4%	0.0%	0.0%	0.0%	0.0%
23	17.14	0.98	5.64	23.75	27.9%	0.0%	0.0%	72.1%	0.0%	0.0%	0.0%	0.0%	0.0%
24	37.03	1.64	9.45	48.12	23.0%	51.9%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

611

612

LIBRARY NO 2
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
25	33.34	1.90	10.98	46.22	27.9%	0.0%	0.0%	72.1%	0.0%	0.0%	0.0%	0.0%	0.0%
26	3.70	0.21	1.22	5.14	27.9%	0.0%	0.0%	72.1%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	37.05	2.51	14.49	54.04	31.4%	0.0%	0.0%	48.0%	20.6%	0.0%	0.0%	0.0%	0.0%
29	-NE-												
30	25.81	1.66	9.61	37.08	30.4%	20.6%	0.0%	0.0%	49.0%	0.0%	0.0%	0.0%	0.0%
31**	1735.44	96.10	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	158.54	11.87	68.62	239.03	33.7%	14.7%	0.0%	28.2%	20.3%	3.1%	0.0%	0.0%	0.0%
33	6.38	0.40	2.29	9.07	29.6%	0.0%	0.0%	70.4%	0.0%	0.0%	0.0%	0.0%	0.0%
34	26.07	1.48	8.54	36.09	27.8%	0.0%	0.0%	72.2%	0.0%	0.0%	0.0%	0.0%	0.0%
35	10.39	1.42	8.23	20.05	48.2%	0.0%	0.0%	0.0%	0.0%	51.8%	0.0%	0.0%	0.0%
36	3.66	0.50	2.90	7.06	48.2%	0.0%	0.0%	0.0%	0.0%	51.8%	0.0%	0.0%	0.0%
37	1.15	0.16	0.91	2.23	48.2%	0.0%	0.0%	0.0%	0.0%	51.8%	0.0%	0.0%	0.0%
38	0.62	0.05	0.30	0.98	36.5%	0.0%	0.0%	63.5%	0.0%	0.0%	0.0%	0.0%	0.0%
39	-NE-												
40	15.38	1.42	8.23	25.04	38.6%	0.0%	0.0%	0.0%	61.4%	0.0%	0.0%	0.0%	0.0%
41	2.56	0.24	1.37	4.17	38.6%	0.0%	0.0%	0.0%	61.4%	0.0%	0.0%	0.0%	0.0%
42	14.25	1.32	7.62	23.19	38.6%	0.0%	0.0%	0.0%	61.4%	0.0%	0.0%	0.0%	0.0%
43	21.08	1.95	11.28	34.32	38.6%	0.0%	0.0%	0.0%	61.4%	0.0%	0.0%	0.0%	0.0%
44	16.51	1.42	8.23	26.17	36.9%	0.0%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%
45	54.01	2.88	16.62	73.51	26.5%	0.0%	0.0%	73.5%	0.0%	0.0%	0.0%	0.0%	0.0%
46	22.30	1.19	6.86	30.35	26.5%	0.0%	0.0%	73.5%	0.0%	0.0%	0.0%	0.0%	0.0%
47	247.82	9.93	57.36	315.11	21.4%	78.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	4319.58	316.92	1831.54	6468.03	33.2%	16.8%	0.0%	32.7%	15.7%	1.6%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

** ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1		-NE-															
2		-NE-															
3		-NE-															
4		-NE-															
5		-NE-															
6		-NE-															
7		-NE-															
8		-NE-															
9		-NE-															
10		-NE-															
11		-NE-															
12		-NE-															
13		-NE-															
14	0	30	0	0	0	0	0	0	30	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	0	30	0	0	0	0	0	0	30	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	0	90	0	0	0	0	0	0	90	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	150	0	0	0	0	0	0	150	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 401
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	-NE-											
2	-NE-											
3	-NE-											
4	-NE-											
5	-NE-											
6	-NE-											
7	-NE-											
8	-NE-											
9	-NE-											
10	-NE-											
11	-NE-											
12	-NE-											
13	-NE-											
14	30	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
15	30	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
16	90	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	150	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 401

ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	-NE-														
2	-NE-														
3	-NE-														
4	-NE-														
5	-NE-														
6	-NE-														
7	-NE-														
8	-NE-														
9	-NE-														
10	-NE-														
11	-NE-														
12	-NE-														
13	-NE-														
14	0.0	2.06	0.0	0.0	0.0	0.0	0.0	0.0	2.06	0.0	-NE-				
15	0.0	2.06	0.0	0.0	0.0	0.0	0.0	0.0	2.06	0.0	-NE-				
16	0.0	6.18	0.0	0.0	0.0	0.0	0.0	0.0	6.18	0.0	-NE-				
TOTAL	0.0	10.30	0.0	0.0	0.0	0.0	0.0	0.0	10.30	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	H	C	D	E	F	G	H
1	-NE-												
2	-NE-												
3	-NE-												
4	-NE-												
5	-NE-												
6	-NE-												
7	-NE-												
8	-NE-												
9	-NE-												
10	-NE-												
11	-NE-												
12	-NE-												
13	-NE-												
14	2.06	0.0	0.0	2.06	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	2.06	0.0	0.0	2.06	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	6.18	0.0	0.0	6.18	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	10.30	0.0	0.0	10.30	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403

ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	1135	0	0	0	0	0	0	0	1135	28.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	-NE-																
4	-NE-																
5	240	0	0	0	400	0	0	0	640	6.1%	0.0%	0.0%	0.0%	45.5%	0.0%	0.0%	0.0%
6	0	0	0	101	0	0	0	0	101	0.0%	0.0%	0.0%	5.5%	0.0%	0.0%	0.0%	0.0%
7	0	0	0	510	150	0	0	0	660	0.0%	0.0%	0.0%	27.9%	17.0%	0.0%	0.0%	0.0%
8	0	0	0	165	0	0	0	0	165	0.0%	0.0%	0.0%	9.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-																
10	-NE-																
11	0	0	0	5	330	0	0	0	335	0.0%	0.0%	0.0%	0.3%	37.5%	0.0%	0.0%	0.0%
12	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	0	0	0	135	0	0	0	0	135	0.0%	0.0%	0.0%	7.4%	0.0%	0.0%	0.0%	0.0%
15	-NE-																
16	-NE-																
17	45	0	0	40	0	0	0	0	85	1.1%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%
18	30	0	0	310	0	0	0	0	340	0.8%	0.0%	0.0%	16.9%	0.0%	0.0%	0.0%	0.0%
19	-NE-																
20	0	0	0	135	0	0	0	0	135	0.0%	0.0%	0.0%	7.4%	0.0%	0.0%	0.0%	0.0%
21	-NE-																
22	-NE-																
23	-NE-																
24	-NE-																

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	40	0	0	0	0	40	0.0%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%
26	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
27	60	0	0	0	0	0	0	0	60	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	-NE-																
29	0	0	0	10	0	0	0	0	10	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
30	240	0	0	0	0	0	0	0	240	6.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31	2120	0	0	270	0	0	0	0	2390	53.7%	0.0%	0.0%	14.7%	0.0%	0.0%	0.0%	0.0%
32	75	0	0	100	0	0	0	0	175	1.9%	0.0%	0.0%	5.5%	0.0%	0.0%	0.0%	0.0%
TOTAL	3945	0	0	1831	880	0	0	0	6656	100.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	1135	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	558	2.03	0
2	-NE-											
3	-NE-											
4	-NF-											
5	640	37.5%	0.0%	0.0%	0.0%	62.5%	0.0%	0.0%	0.0%	330	1.94	0
6	101	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	73	1.38	0
7	660	0.0%	0.0%	0.0%	77.3%	22.7%	0.0%	0.0%	0.0%	270	2.44	0
8	165	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	119	1.39	0
9	-NE-											
10	-NE-											
11	335	0.0%	0.0%	0.0%	1.5%	98.5%	0.0%	0.0%	0.0%	235	1.43	0
12	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	75	0.07	0
13	-NE-											
14	135	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	145	0.93	0
15	-NF-											
16	-NE-											
17	85	52.9%	0.0%	0.0%	47.1%	0.0%	0.0%	0.0%	0.0%	35	2.43	0
18	340	8.8%	0.0%	0.0%	91.2%	0.0%	0.0%	0.0%	0.0%	83	3.73	1
19	-NE-											
20	135	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	47	2.87	0
21	-NE-											
22	-NE-											
23	-NE-											
24	-NE-											

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	40	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4	10.00	0
26	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
27	60	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10	6.00	0
28	-NE-											
29	10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	240	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	2390	88.7%	0.0%	0.0%	11.3%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	175	42.9%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	6656	59.3%	0.0%	0.0%	27.5%	13.2%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST.\$	ADMIN.# TASK COST.\$	VOL- UME	DIRECT UNIT COST.\$	ADMIN.# UNIT COST.\$	TOTAL UNIT COST.\$	INC
	A	B	C	D	E	F	G	H							
1	209.45	0.0	0.0	0.0	0.0	0.0	0.0	0.0	209.45	12.59	558	0.38	0.02	0.40	0
2	-NE-														
3	-NE-														
4	-NE-														
5	45.85	0.0	0.0	0.0	15.67	0.0	0.0	0.0	61.51	7.10	330	0.19	0.02	0.21	0
6	0.0	0.0	0.0	5.92	0.0	0.0	0.0	0.0	5.92	1.12	73	0.08	0.02	0.10	0
7	0.0	0.0	0.0	28.68	5.88	0.0	0.0	0.0	34.55	7.32	270	0.13	0.03	0.16	0
8	0.0	0.0	0.0	10.85	0.0	0.0	0.0	0.0	10.85	1.83	119	0.09	0.02	0.11	0
9	-NE-														
10	-NE-														
11	0.0	0.0	0.0	0.28	12.92	0.0	0.0	0.0	13.21	3.72	235	0.06	0.02	0.07	0
12	0.0	0.0	0.0	0.40	0.0	0.0	0.0	0.0	0.40	0.06	75	0.01	0.00	0.01	0
13	-NE-														
14	0.0	0.0	0.0	10.87	0.0	0.0	0.0	0.0	10.87	1.50	145	0.07	0.01	0.09	0
15	-NE-														
16	-NE-														
17	8.60	0.0	0.0	2.25	0.0	0.0	0.0	0.0	10.85	0.94	35	0.31	0.03	0.34	0
18	5.73	0.0	0.0	17.43	0.0	0.0	0.0	0.0	23.16	3.77	83	0.21	0.04	0.25	1
19	-NE-														
20	0.0	0.0	0.0	10.87	0.0	0.0	0.0	0.0	10.87	1.50	47	0.23	0.03	0.26	0
21	-NE-														
22	-NE-														
23	-NE-														
24	-NE-														

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$ INC	
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	3.22	0.0	0.0	0.0	0.0	3.22	0.44	4	0.80	0.11	0.92	0
26	0.0	0.0	0.0	0.28	0.0	0.0	0.0	0.0	0.28	0.06	-NE-				
27	11.46	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.46	0.67	10	1.15	0.07	1.21	0
28	-NE-														
29	0.0	0.0	0.0	0.80	0.0	0.0	0.0	0.0	0.80	0.11	-NE-				
30	45.85	0.0	0.0	0.0	0.0	0.0	0.0	0.0	45.85	2.66	-NE-				
31	404.98	0.0	0.0	15.18	0.0	0.0	0.0	0.0	420.16	26.52	-NE-				
32	14.10	0.0	0.0	6.59	0.0	0.0	0.0	0.0	20.69	1.94	-NE-				
TOTAL	746.01	0.0	0.0	113.63	34.47	0.0	0.0	0.0	894.11	73.85					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403

ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	209.45	12.59	118.84	340.89	38.6%	61.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	-NE-												
4	-NE-												
5	61.51	7.10	67.01	135.63	54.6%	33.8%	0.0%	0.0%	0.0%	11.6%	0.0%	0.0%	0.0%
6	5.92	1.12	10.58	17.62	66.4%	0.0%	0.0%	0.0%	33.6%	0.0%	0.0%	0.0%	0.0%
7	34.55	7.32	69.11	110.98	68.9%	0.0%	0.0%	0.0%	25.8%	5.3%	0.0%	0.0%	0.0%
8	10.85	1.83	17.28	29.96	63.8%	0.0%	0.0%	0.0%	36.2%	0.0%	0.0%	0.0%	0.0%
9	-NE-												
10	-NE-												
11	13.21	3.72	35.08	52.00	74.6%	0.0%	0.0%	0.0%	0.5%	24.9%	0.0%	0.0%	0.0%
12	0.40	0.06	0.52	0.98	59.0%	0.0%	0.0%	0.0%	41.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	10.87	1.50	14.14	26.50	59.0%	0.0%	0.0%	0.0%	41.0%	0.0%	0.0%	0.0%	0.0%
15	-NE-												
16	-NE-												
17	10.85	0.94	8.90	20.69	47.6%	41.6%	0.0%	0.0%	10.9%	0.0%	0.0%	0.0%	0.0%
18	23.16	3.77	35.60	62.53	63.0%	9.2%	0.0%	0.0%	27.9%	0.0%	0.0%	0.0%	0.0%
19	-NE-												
20	10.87	1.50	14.14	26.50	59.0%	0.0%	0.0%	0.0%	41.0%	0.0%	0.0%	0.0%	0.0%
21	-NE-												
22	-NE-												
23	-NE-												
24	-NE-												

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

635

636

LIBRARY NO 403

ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST.\$	TOTAL TASK COST.\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	3.22	0.44	4.19	7.45	59.0%	0.0%	0.0%	0.0%	41.0%	0.0%	0.0%	0.0%	0.0%
26	0.28	0.06	0.52	0.86	67.3%	0.0%	0.0%	0.0%	32.7%	0.0%	0.0%	0.0%	0.0%
27	11.46	0.67	6.28	18.41	37.7%	62.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	-NE-												
29	0.80	0.11	1.05	1.96	59.0%	0.0%	0.0%	0.0%	41.0%	0.0%	0.0%	0.0%	0.0%
30	45.85	2.66	25.13	73.64	37.7%	62.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31##	420.16	26.52	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	20.69	1.94	18.32	40.95	49.5%	34.4%	0.0%	0.0%	16.1%	0.0%	0.0%	0.0%	0.0%
TOTAL	473.94	47.33	446.68	967.95	51.0%	35.2%	0.0%	0.0%	10.2%	3.6%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	170	0	0	0	0	170	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
2	0	0	0	45	0	0	0	0	45	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
3	0	0	0	965	0	0	0	0	965	0.0%	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%
4	0	0	0	375	0	0	0	0	375	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
5	0	0	0	730	0	0	0	0	730	0.0%	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%
6	0	0	0	1635	0	0	0	0	1635	0.0%	0.0%	0.0%	3.8%	0.0%	0.0%	0.0%	0.0%
7	0	0	0	495	0	0	0	0	495	0.0%	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%
8	0	0	0	1205	0	0	0	0	1205	0.0%	0.0%	0.0%	2.8%	0.0%	0.0%	0.0%	0.0%
9	0	0	0	250	0	0	0	0	250	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
10	0	0	0	230	0	0	0	0	230	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
11	0	0	0	2430	0	0	0	0	2430	0.0%	0.0%	0.0%	5.7%	0.0%	0.0%	0.0%	0.0%
12	0	0	0	2850	0	0	0	0	2850	0.0%	0.0%	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%
13	0	0	0	1080	0	0	0	0	1080	0.0%	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%
14	0	0	0	3380	0	0	0	0	3380	0.0%	0.0%	0.0%	7.9%	0.0%	0.0%	0.0%	0.0%
15	0	0	0	7495	0	0	0	0	7495	0.0%	0.0%	0.0%	17.5%	0.0%	0.0%	0.0%	0.0%
16	-NE-																
17	-NE-																
18	0	0	0	180	0	0	0	0	180	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
19	-NE-																
20	0	0	0	3555	0	0	0	0	3555	0.0%	0.0%	0.0%	8.3%	0.0%	0.0%	0.0%	0.0%
21	0	0	0	425	0	0	0	0	425	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
22	0	0	0	1075	0	0	0	0	1075	0.0%	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%
23	0	0	0	1760	0	0	0	0	1760	0.0%	0.0%	0.0%	4.1%	0.0%	0.0%	0.0%	0.0%
24	0	0	0	420	0	0	0	0	420	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	2565	0	0	0	0	2565	0.0%	0.0%	0.0%	6.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	0	420	0	0	0	0	420	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	0	0	0	325	0	0	0	0	325	0.0%	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%
29	0	0	0	500	0	0	0	0	500	0.0%	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%
30	0	0	0	325	0	0	0	0	325	0.0%	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%
31	0	0	0	5320	0	0	0	0	5320	0.0%	0.0%	0.0%	12.4%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	740	0	0	0	0	740	0.0%	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%
33	0	0	0	160	0	0	0	0	160	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
34	0	0	0	800	0	0	0	0	800	0.0%	0.0%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%
35	0	0	0	150	0	0	0	0	150	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
36	0	0	0	120	0	0	0	0	120	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
37	0	0	0	475	0	0	0	0	475	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
38	0	0	0	95	0	0	0	0	95	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	0	42745	0	0	0	0	42745	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	170	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	573	0.30	0
2	45	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5	4.00	1
3	965	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1061	0.91	0
4	375	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	735	0.51	0
5	730	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	383	1.55	1
6	1635	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2307	0.67	1
7	495	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2699	0.18	0
8	1205	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2022	0.60	0
9	250	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	184	0.60	1
10	230	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	490	0.37	1
11	2430	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4381	0.54	1
12	2850	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	6234	0.44	1
13	1080	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1937	0.56	0
14	3380	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	8300	0.41	0
15	7495	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5738	1.27	1
16	-NE-											
17	-NE-											
18	180	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	475	0.38	0
19	-NE-											
20	3555	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	540	5.19	1
21	425	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	620	0.49	1
22	1075	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
23	1760	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	404	4.36	0
24	420	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	141	2.13	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201

ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	2565	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	570	4.18	1
26	420	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	430	0.98	0
27	-NE-											
28	325	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	500	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	325	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	5320	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	740	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
33	160	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	550	0.29	0
34	800	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	488	0.33	1
35	150	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	404	0.22	1
36	120	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	105	1.14	0
37	475	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	40	0.75	1
38	95	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	87	1.09	0
TOTAL	42745	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK; E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	16.24	0.0	0.0	0.0	0.0	16.24	0.85	573	0.03	0.00	0.03	0
2	0.0	0.0	0.0	5.60	0.0	0.0	0.0	0.0	5.60	0.23	5	0.50	0.02	0.52	1
3	0.0	0.0	0.0	109.02	0.0	0.0	0.0	0.0	109.02	4.85	1061	0.10	0.00	0.11	0
4	0.0	0.0	0.0	35.05	0.0	0.0	0.0	0.0	35.05	1.88	735	0.05	0.00	0.05	0
5	0.0	0.0	0.0	85.10	0.0	0.0	0.0	0.0	85.10	3.67	383	0.18	0.01	0.19	1
6	0.0	0.0	0.0	167.80	0.0	0.0	0.0	0.0	167.80	8.22	2307	0.07	0.00	0.07	1
7	0.0	0.0	0.0	58.44	0.0	0.0	0.0	0.0	58.44	2.49	2699	0.02	0.00	0.02	0
8	0.0	0.0	0.0	139.27	0.0	0.0	0.0	0.0	139.27	6.06	2022	0.07	0.00	0.07	0
9	0.0	0.0	0.0	29.63	0.0	0.0	0.0	0.0	29.63	1.26	184	0.07	0.00	0.07	1
10	0.0	0.0	0.0	26.40	0.0	0.0	0.0	0.0	26.40	1.16	490	0.04	0.00	0.04	1
11	0.0	0.0	0.0	269.71	0.0	0.0	0.0	0.0	269.71	12.21	4381	0.06	0.00	0.06	1
12	0.0	0.0	0.0	298.93	0.0	0.0	0.0	0.0	298.93	14.32	6234	0.05	0.00	0.05	1
13	0.0	0.0	0.0	122.85	0.0	0.0	0.0	0.0	122.85	5.43	1937	0.06	0.00	0.07	0
14	0.0	0.0	0.0	289.89	0.0	0.0	0.0	0.0	289.89	16.99	8300	0.03	0.00	0.04	0
15	0.0	0.0	0.0	736.98	0.0	0.0	0.0	0.0	736.98	37.67	5738	0.12	0.01	0.13	1
16	-NE-														
17	-NE-														
18	0.0	0.0	0.0	15.44	0.0	0.0	0.0	0.0	15.44	0.90	475	0.03	0.00	0.03	0
19	-NE-														
20	0.0	0.0	0.0	369.76	0.0	0.0	0.0	0.0	369.76	17.87	540	0.53	0.03	0.56	1
21	0.0	0.0	0.0	49.18	0.0	0.0	0.0	0.0	49.18	2.14	620	0.06	0.00	0.06	1
22	0.0	0.0	0.0	133.64	0.0	0.0	0.0	0.0	133.64	5.40	-NE-				
23	0.0	0.0	0.0	197.77	0.0	0.0	0.0	0.0	197.77	8.84	404	0.49	0.02	0.51	0
24	0.0	0.0	0.0	49.70	0.0	0.0	0.0	0.0	49.70	2.11	141	0.25	0.01	0.26	1

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

647

648

LIBRARY NO 201
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$1) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	249.38	0.0	0.0	0.0	0.0	249.38	12.89	570	0.40	0.02	0.42	1
26	0.0	0.0	0.0	40.44	0.0	0.0	0.0	0.0	40.44	2.11	430	0.09	0.00	0.10	0
27	-NE-														
28	0.0	0.0	0.0	38.72	0.0	0.0	0.0	0.0	38.72	1.63	-NE-				
29	0.0	0.0	0.0	60.62	0.0	0.0	0.0	0.0	60.62	2.51	-NE-				
30	0.0	0.0	0.0	40.48	0.0	0.0	0.0	0.0	40.48	1.63	-NE-				
31	0.0	0.0	0.0	580.83	0.0	0.0	0.0	0.0	580.83	26.73	-NE-				
32	0.0	0.0	0.0	79.81	0.0	0.0	0.0	0.0	79.81	3.72	-NE-				
33	0.0	0.0	0.0	17.00	0.0	0.0	0.0	0.0	17.00	0.80	550	0.03	0.00	0.03	0
34	0.0	0.0	0.0	75.04	0.0	0.0	0.0	0.0	75.04	4.02	488	0.04	0.00	0.04	1
35	0.0	0.0	0.0	16.45	0.0	0.0	0.0	0.0	16.45	0.75	404	0.02	0.00	0.02	1
36	0.0	0.0	0.0	12.75	0.0	0.0	0.0	0.0	12.75	0.60	105	0.12	0.01	0.13	0
37	0.0	0.0	0.0	58.61	0.0	0.0	0.0	0.0	58.61	2.39	40	0.08	0.00	0.08	1
38	0.0	0.0	0.0	10.90	0.0	0.0	0.0	0.0	10.90	0.48	87	0.13	0.01	0.13	0
TOTAL	0.0	0.0	0.0	4487.41	0.0	0.0	0.0	0.0	4487.41	214.81					

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201

ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	16.24	0.85	2.76	19.85	18.2%	0.0%	0.0%	0.0%	81.8%	0.0%	0.0%	0.0%	0.0%
2	5.60	0.23	0.73	6.56	14.6%	0.0%	0.0%	0.0%	85.4%	0.0%	0.0%	0.0%	0.0%
3	109.02	4.85	15.67	129.54	15.8%	0.0%	0.0%	0.0%	84.2%	0.0%	0.0%	0.0%	0.0%
4	35.05	1.88	6.09	43.03	18.5%	0.0%	0.0%	0.0%	81.5%	0.0%	0.0%	0.0%	0.0%
5	85.10	3.67	11.85	100.62	15.4%	0.0%	0.0%	0.0%	84.6%	0.0%	0.0%	0.0%	0.0%
6	167.80	8.22	26.54	202.56	17.2%	0.0%	0.0%	0.0%	82.8%	0.0%	0.0%	0.0%	0.0%
7	58.44	2.49	8.04	68.97	15.3%	0.0%	0.0%	0.0%	84.7%	0.0%	0.0%	0.0%	0.0%
8	139.27	6.06	19.56	164.89	15.5%	0.0%	0.0%	0.0%	84.5%	0.0%	0.0%	0.0%	0.0%
9	29.63	1.26	4.06	34.95	15.2%	0.0%	0.0%	0.0%	84.8%	0.0%	0.0%	0.0%	0.0%
10	26.40	1.16	3.73	31.29	15.6%	0.0%	0.0%	0.0%	84.4%	0.0%	0.0%	0.0%	0.0%
11	269.71	12.21	39.45	321.37	16.1%	0.0%	0.0%	0.0%	83.9%	0.0%	0.0%	0.0%	0.0%
12	298.93	14.32	46.27	359.52	16.9%	0.0%	0.0%	0.0%	83.1%	0.0%	0.0%	0.0%	0.0%
13	122.85	5.43	17.53	145.81	15.7%	0.0%	0.0%	0.0%	84.3%	0.0%	0.0%	0.0%	0.0%
14	289.89	16.99	54.87	361.75	19.9%	0.0%	0.0%	0.0%	80.1%	0.0%	0.0%	0.0%	0.0%
15	736.98	37.67	121.67	896.32	17.8%	0.0%	0.0%	0.0%	82.2%	0.0%	0.0%	0.0%	0.0%
16	-NE-												
17	-NE-												
18	15.44	0.90	2.92	19.26	19.9%	0.0%	0.0%	0.0%	80.1%	0.0%	0.0%	0.0%	0.0%
19	-NE-												
20	369.76	17.87	57.71	445.33	17.0%	0.0%	0.0%	0.0%	83.0%	0.0%	0.0%	0.0%	0.0%
21	49.18	2.14	6.90	58.22	15.5%	0.0%	0.0%	0.0%	84.5%	0.0%	0.0%	0.0%	0.0%
22	133.64	5.40	17.45	156.49	14.6%	0.0%	0.0%	0.0%	85.4%	0.0%	0.0%	0.0%	0.0%
23	197.77	8.84	28.57	235.18	15.9%	0.0%	0.0%	0.0%	84.1%	0.0%	0.0%	0.0%	0.0%
24	49.70	2.11	6.82	58.63	15.2%	0.0%	0.0%	0.0%	84.8%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;

E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
25	249.38	12.89	41.64	303.91	17.9%	0.0%	0.0%	0.0%	82.1%	0.0%	0.0%	0.0%	0.0%
26	40.44	2.11	6.82	49.37	18.1%	0.0%	0.0%	0.0%	81.9%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	38.72	1.63	5.28	45.63	15.1%	0.0%	0.0%	0.0%	84.9%	0.0%	0.0%	0.0%	0.0%
29	60.62	2.51	8.12	71.25	14.9%	0.0%	0.0%	0.0%	85.1%	0.0%	0.0%	0.0%	0.0%
30	40.48	1.63	5.28	47.38	14.6%	0.0%	0.0%	0.0%	85.4%	0.0%	0.0%	0.0%	0.0%
31##	580.83	26.73	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	79.81	3.72	12.01	95.54	16.5%	0.0%	0.0%	0.0%	83.5%	0.0%	0.0%	0.0%	0.0%
33	17.00	0.80	2.60	20.40	16.7%	0.0%	0.0%	0.0%	83.3%	0.0%	0.0%	0.0%	0.0%
34	75.04	4.02	12.99	92.05	18.5%	0.0%	0.0%	0.0%	81.5%	0.0%	0.0%	0.0%	0.0%
35	16.45	0.75	2.44	19.64	16.2%	0.0%	0.0%	0.0%	83.8%	0.0%	0.0%	0.0%	0.0%
36	12.75	0.60	1.95	15.30	16.7%	0.0%	0.0%	0.0%	83.3%	0.0%	0.0%	0.0%	0.0%
37	58.61	2.39	7.71	68.71	14.7%	0.0%	0.0%	0.0%	85.3%	0.0%	0.0%	0.0%	0.0%
38	10.90	0.48	1.54	12.92	15.6%	0.0%	0.0%	0.0%	84.4%	0.0%	0.0%	0.0%	0.0%
TOTAL	3906.58	188.07	607.56	4702.21	16.9%	0.0%	0.0%	0.0%	83.1%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
 ACC ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME MIN EMPLOYEE CATEGORY*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	-NE-																
2	-NE-																
3	-NE-																
4	-NE-																
5	-NE-																
6	-NE-																
7	-NE-																
8	-NE-																
9	-NE-																
10	-NE-																
11	-NE-																
12	-NE-																
13	0	0	0	50	0	0	0	0	50	0.0%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
14	0	0	0	875	0	0	0	0	875	0.0%	0.0%	0.0%	25.3%	0.0%	0.0%	0.0%	0.0%
15	0	0	0	0	430	0	0	0	430	0.0%	0.0%	0.0%	0.0%	72.9%	0.0%	0.0%	0.0%
16	-NE-																
17	-NE-																
18	0	0	0	105	0	0	0	0	105	0.0%	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%	0.0%
19	-NE-																
20	0	0	0	700	0	0	0	0	700	0.0%	0.0%	0.0%	20.2%	0.0%	0.0%	0.0%	0.0%
21	-NE-																
22	-NE-																
23	0	0	0	10	0	0	0	0	10	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
24	0	0	0	405	0	0	0	0	405	0.0%	0.0%	0.0%	11.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
 E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

655

656

LIBRARY NO 301
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
26	-NE-																
27	-NE-																
28	0	0	0	500	0	0	0	0	500	0.0%	0.0%	0.0%	14.4%	0.0%	0.0%	0.0%	0.0%
29	0	0	0	80	0	0	0	0	80	0.0%	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%
30	-NE-																
31	0	0	0	280	0	0	0	0	280	0.0%	0.0%	0.0%	8.1%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	60	10	0	0	0	70	0.0%	0.0%	0.0%	1.7%	1.7%	0.0%	0.0%	0.0%
33	0	0	0	0	150	0	0	0	150	0.0%	0.0%	0.0%	0.0%	25.4%	0.0%	0.0%	0.0%
34	0	0	0	45	0	0	0	0	45	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
35	0	0	0	50	0	0	0	0	50	0.0%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
36	0	0	0	35	0	0	0	0	35	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
37	0	0	0	85	0	0	0	0	85	0.0%	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%
38	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
39	0	0	0	110	0	0	0	0	110	0.0%	0.0%	0.0%	3.2%	0.0%	0.0%	0.0%	0.0%
40	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
41	0	0	0	10	0	0	0	0	10	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	0	3465	590	0	0	0	4055	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301

ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	-NE-											
2	-NE-											
3	-NE-											
4	-NE-											
5	-NE-											
6	-NE-											
7	-NE-											
8	-NE-											
9	-NE-											
10	-NE-											
11	-NE-											
12	-NE-											
13	50	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	28	1.79	0
14	875	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1189	0.74	0
15	430	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	254	1.69	0
16	-NE-											
17	-NE-											
18	105	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	71	1.48	0
19	-NE-											
20	700	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	464	1.51	0
21	-NE-											
22	-NE-											
23	10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4	2.50	0
24	405	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	968	0.42	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	13	2.31	0
26	-NE-											
27	-NE-											
28	500	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	80	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	-NE-											
31	280	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	70	0.0%	0.0%	0.0%	85.7%	14.3%	0.0%	0.0%	0.0%	-NE-		
33	150	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	97	1.55	0
34	45	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	263	0.17	0
35	50	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	399	0.13	0
36	35	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	71	0.49	0
37	85	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	156	0.54	0
38	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	58	0.52	0
39	110	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	60	1.83	0
40	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	9	0.56	0
41	10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	30	0.33	0
TOTAL	4055	0.0%	0.0%	0.0%	85.5%	14.5%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	-NE-														
2	-NE-														
3	-NE-														
4	-NE-														
5	-NE-														
6	-NE-														
7	-NE-														
8	-NE-														
9	-NE-														
10	-NE-														
11	-NE-														
12	-NE-														
13	0.0	0.0	0.0	3.92	0.0	0.0	0.0	0.0	3.92	0.21	28	0.14	0.01	0.15	0
14	0.0	0.0	0.0	68.29	0.0	0.0	0.0	0.0	68.29	3.66	1189	0.06	0.00	0.06	0
15	0.0	0.0	0.0	0.0	19.14	0.0	0.0	0.0	19.14	1.80	254	0.08	0.01	0.08	0
16	-NE-														
17	-NE-														
18	0.0	0.0	0.0	8.22	0.0	0.0	0.0	0.0	8.22	0.44	71	0.12	0.01	0.12	0
19	-NE-														
20	0.0	0.0	0.0	53.67	0.0	0.0	0.0	0.0	53.67	2.92	464	0.12	0.01	0.12	0
21	-NE-														
22	-NE-														
23	0.0	0.0	0.0	0.78	0.0	0.0	0.0	0.0	0.78	0.04	4	0.20	0.01	0.21	0
24	0.0	0.0	0.0	31.72	0.0	0.0	0.0	0.0	31.72	1.69	968	0.03	0.00	0.03	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301

ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	2.31	0.0	0.0	0.0	0.0	2.31	0.13	13	0.18	0.01	0.19	0
26	-NE-														
27	-NE-														
28	0.0	0.0	0.0	39.16	0.0	0.0	0.0	0.0	39.16	2.09	-NE-				
29	0.0	0.0	0.0	6.26	0.0	0.0	0.0	0.0	6.26	0.33	-NE-				
30	-NE-														
31	0.0	0.0	0.0	21.93	0.0	0.0	0.0	0.0	21.93	1.17	-NE-				
32	0.0	0.0	0.0	4.56	0.45	0.0	0.0	0.0	5.01	0.29	-NE-				
33	0.0	0.0	0.0	0.0	6.68	0.0	0.0	0.0	6.68	0.63	97	0.07	0.01	0.08	0
34	0.0	0.0	0.0	3.42	0.0	0.0	0.0	0.0	3.42	0.19	263	0.01	0.00	0.01	0
35	0.0	0.0	0.0	3.80	0.0	0.0	0.0	0.0	3.80	0.21	399	0.01	0.00	0.01	0
36	0.0	0.0	0.0	2.66	0.0	0.0	0.0	0.0	2.66	0.15	71	0.04	0.00	0.04	0
37	0.0	0.0	0.0	6.66	0.0	0.0	0.0	0.0	6.66	0.36	156	0.04	0.00	0.04	0
38	0.0	0.0	0.0	2.35	0.0	0.0	0.0	0.0	2.35	0.13	58	0.04	0.00	0.04	0
39	0.0	0.0	0.0	8.61	0.0	0.0	0.0	0.0	8.61	0.46	60	0.14	0.01	0.15	0
40	0.0	0.0	0.0	0.39	0.0	0.0	0.0	0.0	0.39	0.02	9	0.04	0.00	0.05	0
41	0.0	0.0	0.0	0.78	0.0	0.0	0.0	0.0	0.78	0.04	30	0.03	0.00	0.03	0
TOTAL	0.0	0.0	0.0	269.50	26.26	0.0	0.0	0.0	295.76	16.94					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301

ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	-NE-												
2	-NE-												
3	-NE-												
4	-NE-												
5	-NE-												
6	-NE-												
7	-NE-												
8	-NE-												
9	-NE-												
10	-NE-												
11	-NE-												
12	-NE-												
13	3.92	0.21	0.31	4.43	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
14	68.29	3.66	5.35	77.30	11.7%	0.0%	0.0%	0.0%	88.3%	0.0%	0.0%	0.0%	0.0%
15	19.14	1.80	2.63	23.57	18.8%	0.0%	0.0%	0.0%	0.0%	81.2%	0.0%	0.0%	0.0%
16	-NE-												
17	-NE-												
18	8.22	0.44	0.64	9.30	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
19	-NE-												
20	53.67	2.92	4.28	60.88	11.8%	0.0%	0.0%	0.0%	88.2%	0.0%	0.0%	0.0%	0.0%
21	-NE-												
22	-NE-												
23	0.78	0.04	0.06	0.89	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
24	31.72	1.69	2.48	35.89	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST.\$	TOTAL TASK COST.\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	2.31	0.13	0.18	2.62	11.8%	0.0%	0.0%	0.0%	88.2%	0.0%	0.0%	0.0%	0.0%
26	-NE-												
27	-NE-												
28	39.16	2.09	3.06	44.30	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
29	6.26	0.33	0.49	7.09	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
30	-NE-												
31##	21.93	1.17 ## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS											
32	5.01	0.29	0.43	5.73	12.6%	0.0%	0.0%	0.0%	79.6%	7.8%	0.0%	0.0%	0.0%
33	6.68	0.63	0.92	8.22	18.8%	0.0%	0.0%	0.0%	0.0%	81.2%	0.0%	0.0%	0.0%
34	3.42	0.19	0.28	3.88	11.9%	0.0%	0.0%	0.0%	88.1%	0.0%	0.0%	0.0%	0.0%
35	3.80	0.21	0.31	4.31	11.9%	0.0%	0.0%	0.0%	88.1%	0.0%	0.0%	0.0%	0.0%
36	2.66	0.15	0.21	3.02	11.9%	0.0%	0.0%	0.0%	88.1%	0.0%	0.0%	0.0%	0.0%
37	6.66	0.36	0.52	7.53	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
38	2.35	0.13	0.18	2.66	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
39	8.61	0.46	0.67	9.75	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
40	0.39	0.02	0.03	0.44	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
41	0.78	0.04	0.06	0.89	11.6%	0.0%	0.0%	0.0%	88.4%	0.0%	0.0%	0.0%	0.0%
TOTAL	273.83	15.77	23.10	312.70	12.4%	0.0%	0.0%	0.0%	79.2%	8.4%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	2215	0	0	0	0	0	0	0	2215	28.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	635	0	270	0	0	0	0	0	905	8.0%	0.0%	18.8%	0.0%	0.0%	0.0%	0.0%	0.0%
4	-NE-																
5	480	0	1165	0	0	0	0	0	1645	6.1%	0.0%	81.2%	0.0%	0.0%	0.0%	0.0%	0.0%
6	180	0	0	0	0	0	0	0	180	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	750	0	0	0	0	0	0	0	750	9.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	60	0	0	0	0	0	0	0	60	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-																
10	-NE-																
11	335	0	0	0	0	0	0	0	335	4.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12	425	0	0	0	0	0	0	0	425	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	750	0	0	0	0	0	0	0	750	9.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	-NE-																
16	-NE-																
17	75	0	0	0	0	0	0	0	75	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	25	0	0	0	0	0	0	0	25	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
19	-NE-																
20	480	0	0	0	0	0	0	0	480	6.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	-NE-																
22	15	0	0	0	0	0	0	0	15	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
23	20	0	0	0	0	0	0	0	20	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24	10	0	0	0	0	0	0	0	10	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	35	0	0	0	0	0	0	0	35	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	15	0	0	0	0	0	0	0	15	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	75	0	0	0	0	0	0	0	75	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	-NE-																
29	225	0	0	0	0	0	0	0	225	2.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
30	75	0	0	0	0	0	0	0	75	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31	980	0	0	0	0	0	0	0	980	12.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
32	60	0	0	0	0	0	0	0	60	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	7920	0	1435	0	0	0	0	0	9355	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME,MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME,MIN	INC
		A	B	C	D	E	F	G	H			
1	2215	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	697	2.55	1
2	-NE-											
3	905	70.2%	0.0%	29.8%	0.0%	0.0%	0.0%	0.0%	0.0%	1035	0.61	1
4	-NE-											
5	1645	29.2%	0.0%	70.8%	0.0%	0.0%	0.0%	0.0%	0.0%	137	2.41	1
6	180	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1035	0.17	0
7	750	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1035	0.72	0
8	60	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
9	-NE-											
10	-NE-											
11	335	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	890	0.38	0
12	425	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	890	0.48	0
13	-NE-											
14	750	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1010	0.68	1
15	-NE-											
16	-NE-											
17	75	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	29	2.59	0
18	25	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	8.33	0
19	-NE-											
20	480	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33	14.55	0
21	-NE-											
22	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17	0.88	0
23	20	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	5.00	0
24	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	10.00	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO: 302
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	35	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14	2.50	0
26	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	3.75	0
27	75	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30	2.50	0
28	-NE-											
29	225	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	75	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	980	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	60	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	9355	84.7%	0.0%	15.3%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	354.69	0.0	0.0	0.0	0.0	0.0	0.0	0.0	354.69	0.0	697	0.41	0.0	0.41	1
2	-NE-														
3	102.98	0.0	24.97	0.0	0.0	0.0	0.0	0.0	127.94	0.0	1035	0.10	0.0	0.10	1
4	-NE-														
5	76.28	0.0	107.73	0.0	0.0	0.0	0.0	0.0	184.02	0.0	137	0.39	0.0	0.39	1
6	29.19	0.0	0.0	0.0	0.0	0.0	0.0	0.0	29.19	0.0	1035	0.03	0.0	0.03	0
7	121.63	0.0	0.0	0.0	0.0	0.0	0.0	0.0	121.63	0.0	1035	0.12	0.0	0.12	0
8	9.11	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.11	0.0	-NE-				
9	-NE-														
10	-NE-														
11	54.33	0.0	0.0	0.0	0.0	0.0	0.0	0.0	54.33	0.0	890	0.06	0.0	0.06	0
12	68.92	0.0	0.0	0.0	0.0	0.0	0.0	0.0	68.92	0.0	890	0.08	0.0	0.08	0
13	-NE-														
14	121.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	121.00	0.0	1010	0.11	0.0	0.11	1
15	-NE-														
16	-NE-														
17	12.16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.16	0.0	29	0.42	0.0	0.42	0
18	4.05	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.05	0.0	3	1.35	0.0	1.35	0
19	-NE-														
20	77.84	0.0	0.0	0.0	0.0	0.0	0.0	0.0	77.84	0.0	33	2.36	0.0	2.36	0
21	-NE-														
22	2.43	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.43	0.0	17	0.14	0.0	0.14	0
23	3.24	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.24	0.0	4	0.81	0.0	0.81	0
24	1.62	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.62	0.0	1	1.62	0.0	1.62	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
 ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	5.68	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.68	0.0	14	0.41	0.0	0.41	0
26	2.43	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.43	0.0	4	0.61	0.0	0.61	0
27	12.16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.16	0.0	30	0.41	0.0	0.41	0
28	-NE-														
29	36.49	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.49	0.0	-NE-				
30	12.16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.16	0.0	-NE-				
31	158.92	0.0	0.0	0.0	0.0	0.0	0.0	0.0	158.92	0.0	-NE-				
32	9.73	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.73	0.0	-NE-				
TOTAL	1277.05	0.0	132.70	0.0	0.0	0.0	0.0	0.0	1409.75	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
 E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
 ACO ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	354.69	0.0	42.03	396.72	10.6%	89.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	127.94	0.0	17.17	145.12	11.8%	71.0%	0.0%	17.2%	0.0%	0.0%	0.0%	0.0%	0.0%
4	-NE-												
5	184.02	0.0	31.22	215.23	14.5%	35.4%	0.0%	50.1%	0.0%	0.0%	0.0%	0.0%	0.0%
6	29.19	0.0	3.42	32.61	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	121.63	0.0	14.23	135.86	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	9.11	0.0	1.14	10.25	11.1%	88.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-												
10	-NE-												
11	54.33	0.0	6.36	60.69	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12	68.92	0.0	8.06	76.99	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	121.00	0.0	14.23	135.24	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	-NE-												
16	-NE-												
17	12.16	0.0	1.42	13.59	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	4.05	0.0	0.47	4.53	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
19	-NE-												
20	77.84	0.0	9.11	86.95	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	-NE-												
22	2.43	0.0	0.28	2.72	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
23	3.24	0.0	0.38	3.62	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24	1.62	0.0	0.19	1.81	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
 E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
 ACC ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	5.68	0.0	0.66	6.34	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	2.43	0.0	0.28	2.72	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	12.16	0.0	1.42	13.59	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	-NE-												
29	36.49	0.0	4.27	40.76	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
30	12.16	0.0	1.42	13.59	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31**	158.92	0.0	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	9.73	0.0	1.14	10.87	10.5%	89.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	1250.83	0.0	158.92	1409.75	11.3%	79.3%	0.0%	9.4%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
 E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

** ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME MIN EMPLOYEE CATEGORY.*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	690	0	0	300	0	0	0	0	990	54.3%	0.0%	0.0%	35.9%	0.0%	0.0%	0.0%	0.0%
2	10	0	0	5	0	0	0	0	15	0.8%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
3	15	0	0	0	0	0	0	0	15	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0	0	0	35	0	0	0	0	35	0.0%	0.0%	0.0%	4.2%	0.0%	0.0%	0.0%	0.0%
5	10	0	0	20	0	0	90	0	120	0.8%	0.0%	0.0%	2.4%	0.0%	0.0%	7.9%	0.0%
6	25	0	0	6	0	0	0	0	31	2.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	0	0	0	20	0	0	0	0	20	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%
9	10	0	0	10	0	0	5	0	25	0.8%	0.0%	0.0%	1.2%	0.0%	0.0%	0.4%	0.0%
10	-NE-																
11	-NE-																
12	-NE-																
13	5	0	0	25	0	0	0	0	30	0.4%	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%	0.0%
14	5	0	0	45	0	0	10	0	60	0.4%	0.0%	0.0%	5.4%	0.0%	0.0%	0.9%	0.0%
15	20	0	0	65	0	0	0	0	85	1.6%	0.0%	0.0%	7.8%	0.0%	0.0%	0.0%	0.0%
16	-NE-																
17	5	0	0	10	0	0	0	0	15	0.4%	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%
18	55	0	0	10	0	0	540	0	605	4.3%	0.0%	0.0%	1.2%	0.0%	0.0%	47.6%	0.0%
19	-NE-																
20	15	0	0	0	0	0	60	0	75	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	0.0%
21	-NE-																
22	-NE-																
23	5	0	0	0	0	0	0	0	5	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24	-NE-																

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	15	0	0	0	0	0	0	0	15	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	-NE-																
27	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
28	10	0	0	0	0	0	0	0	10	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
29	10	0	0	0	0	0	0	0	10	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
30	55	0	0	0	0	0	20	0	75	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%	0.0%
31	220	0	0	230	0	0	270	0	720	17.3%	0.0%	0.0%	27.5%	0.0%	0.0%	23.8%	0.0%
32	90	0	0	50	0	0	140	0	280	7.1%	0.0%	0.0%	6.0%	0.0%	0.0%	12.3%	0.0%
TOTAL	1270	0	0	836	0	0	1135	0	3241	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	990	69.7%	0.0%	0.0%	30.3%	0.0%	0.0%	0.0%	0.0%	146	6.78	0
2	15	66.7%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	3	5.00	0
3	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6	2.50	0
4	35	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	6	5.83	0
5	120	8.3%	0.0%	0.0%	16.7%	0.0%	0.0%	75.0%	0.0%	4	7.50	1
6	31	80.6%	0.0%	0.0%	19.4%	0.0%	0.0%	0.0%	0.0%	8	3.88	0
7	-NE-											
8	20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2	10.00	0
9	25	40.0%	0.0%	0.0%	40.0%	0.0%	0.0%	20.0%	0.0%	8	3.13	0
10	-NE-											
11	-NE-											
12	-NE-											
13	30	16.7%	0.0%	0.0%	83.3%	0.0%	0.0%	0.0%	0.0%	7	4.29	0
14	60	8.3%	0.0%	0.0%	75.0%	0.0%	0.0%	16.7%	0.0%	27	1.85	1
15	85	23.5%	0.0%	0.0%	76.5%	0.0%	0.0%	0.0%	0.0%	30	2.83	0
16	-NE-											
17	15	33.3%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	5	3.00	0
18	605	9.1%	0.0%	0.0%	1.7%	0.0%	0.0%	89.3%	0.0%	96	5.68	1
19	-NE-											
20	75	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	6	2.50	1
21	-NE-											
22	-NE-											
23	5	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
24	-NE-											

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME . EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	15.00	0
26	-NE-											
27	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2	2.50	0
28	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	75	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	26.7%	0.0%	-NE-		
31	720	30.6%	0.0%	0.0%	31.9%	0.0%	0.0%	37.5%	0.0%	-NE-		
32	280	32.1%	0.0%	0.0%	17.9%	0.0%	0.0%	50.0%	0.0%	-NE-		
TOTAL	3241	39.2%	0.0%	0.0%	25.8%	0.0%	0.0%	35.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	48.84	0.0	0.0	12.50	0.0	0.0	0.0	0.0	61.34	0.0	146	0.42	0.0	0.42	0
2	0.71	0.0	0.0	0.21	0.0	0.0	0.0	0.0	0.92	0.0	3	0.31	0.0	0.31	0
3	1.06	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.06	0.0	6	0.18	0.0	0.18	0
4	0.0	0.0	0.0	1.46	0.0	0.0	0.0	0.0	1.46	0.0	6	0.24	0.0	0.24	0
5	0.71	0.0	0.0	0.83	0.0	0.0	4.00	0.0	5.55	0.0	4	0.39	0.0	0.39	1
6	1.77	0.0	0.0	0.25	0.0	0.0	0.0	0.0	2.02	0.0	8	0.25	0.0	0.25	0
7	-NE-														
8	0.0	0.0	0.0	0.83	0.0	0.0	0.0	0.0	0.83	0.0	2	0.42	0.0	0.42	0
9	0.71	0.0	0.0	0.42	0.0	0.0	0.22	0.0	1.35	0.0	8	0.17	0.0	0.17	0
10	-NE-														
11	-NE-														
12	-NE-														
13	0.35	0.0	0.0	1.04	0.0	0.0	0.0	0.0	1.40	0.0	7	0.20	0.0	0.20	0
14	0.35	0.0	0.0	1.88	0.0	0.0	0.44	0.0	2.67	0.0	27	0.08	0.0	0.08	1
15	1.42	0.0	0.0	2.71	0.0	0.0	0.0	0.0	4.12	0.0	30	0.14	0.0	0.14	0
16	-NE-														
17	0.35	0.0	0.0	0.42	0.0	0.0	0.0	0.0	0.77	0.0	5	0.15	0.0	0.15	0
18	3.89	0.0	0.0	0.42	0.0	0.0	24.03	0.0	28.34	0.0	96	0.27	0.0	0.27	1
19	-NE-														
20	1.06	0.0	0.0	0.0	0.0	0.0	2.67	0.0	3.73	0.0	6	0.18	0.0	0.18	1
21	-NE-														
22	-NE-														
23	0.35	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.35	0.0	1	0.35	0.0	0.35	0
24	-NE-														

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	1.06	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.06	0.0	1	1.06	0.0	1.06	0
26	-NE-														
27	0.0	0.0	0.0	0.21	0.0	0.0	0.0	0.0	0.21	0.0	2	0.10	0.0	0.10	0
28	0.71	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.71	0.0	-NE-				
29	0.71	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.71	0.0	-NE-				
30	3.89	0.0	0.0	0.0	0.0	0.0	0.89	0.0	4.78	0.0	-NE-				
31	15.57	0.0	0.0	9.58	0.0	0.0	10.90	0.0	36.06	0.0	-NE-				
32	6.37	0.0	0.0	2.08	0.0	0.0	5.95	0.0	14.41	0.0	-NE-				
TOTAL	89.89	0.0	0.0	34.83	0.0	0.0	49.12	0.0	173.84	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	61.34	0.0	14.16	75.50	18.8%	64.7%	0.0%	0.0%	16.6%	0.0%	0.0%	0.0%	0.0%
2	0.92	0.0	0.21	1.13	19.0%	62.6%	0.0%	0.0%	18.4%	0.0%	0.0%	0.0%	0.0%
3	1.06	0.0	0.21	1.28	16.8%	83.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4	1.46	0.0	0.50	1.96	25.6%	0.0%	0.0%	0.0%	74.4%	0.0%	0.0%	0.0%	0.0%
5	5.55	0.0	1.72	7.26	23.6%	9.7%	0.0%	0.0%	11.5%	0.0%	0.0%	55.1%	0.0%
6	2.02	0.0	0.44	2.46	18.0%	71.8%	0.0%	0.0%	10.2%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	0.83	0.0	0.29	1.12	25.6%	0.0%	0.0%	0.0%	74.4%	0.0%	0.0%	0.0%	0.0%
9	1.35	0.0	0.36	1.70	21.0%	41.5%	0.0%	0.0%	24.4%	0.0%	0.0%	13.1%	0.0%
10	-NE-												
11	-NE-												
12	-NE-												
13	1.40	0.0	0.43	1.82	23.5%	19.4%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%
14	2.67	0.0	0.86	3.53	24.3%	10.0%	0.0%	0.0%	53.1%	0.0%	0.0%	12.6%	0.0%
15	4.12	0.0	1.22	5.34	22.8%	26.5%	0.0%	0.0%	50.7%	0.0%	0.0%	0.0%	0.0%
16	-NE-												
17	0.77	0.0	0.21	0.99	21.8%	35.9%	0.0%	0.0%	42.3%	0.0%	0.0%	0.0%	0.0%
18	28.34	0.0	8.65	36.99	23.4%	10.5%	0.0%	0.0%	1.1%	0.0%	0.0%	65.0%	0.0%
19	-NE-												
20	3.73	0.0	1.07	4.80	22.3%	22.1%	0.0%	0.0%	0.0%	0.0%	0.0%	55.6%	0.0%
21	-NE-												
22	-NE-												
23	0.35	0.0	0.07	0.43	16.8%	83.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24	-NE-												

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	1.06	0.0	0.21	1.28	16.8%	83.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	-NE-												
27	0.21	0.0	0.07	0.28	25.6%	0.0%	0.0%	0.0%	74.4%	0.0%	0.0%	0.0%	0.0%
28	0.71	0.0	0.14	0.85	16.8%	83.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
29	0.71	0.0	0.14	0.85	16.8%	83.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
30	4.78	0.0	1.07	5.86	18.3%	66.5%	0.0%	0.0%	0.0%	0.0%	0.0%	15.2%	0.0%
31##	36.06	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	14.41	0.0	4.01	18.41	21.8%	34.6%	0.0%	0.0%	11.3%	0.0%	0.0%	32.3%	0.0%
TOTAL	137.78	0.0	36.06	173.84	20.7%	42.8%	0.0%	0.0%	14.5%	0.0%	0.0%	22.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	110	0	0	0	0	0	0	0	110	7.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	5	0	0	0	0	0	0	0	5	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	0	0	0	0	330	0	0	0	330	0.0%	0.0%	0.0%	0.0%	4.1%	0.0%	0.0%	0.0%
5	10	0	0	270	40	0	0	0	320	0.6%	0.0%	0.0%	4.0%	0.5%	0.0%	0.0%	0.0%
6	30	0	0	0	10	0	0	0	40	1.9%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%
7	0	0	0	730	1435	0	0	0	2165	0.0%	0.0%	0.0%	10.8%	18.0%	0.0%	0.0%	0.0%
8	0	0	0	465	100	0	0	0	565	0.0%	0.0%	0.0%	6.9%	1.3%	0.0%	0.0%	0.0%
9	0	0	0	200	665	0	0	0	865	0.0%	0.0%	0.0%	3.0%	8.3%	0.0%	0.0%	0.0%
10	30	0	0	0	0	0	0	0	30	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	0	0	0	110	430	0	0	0	540	0.0%	0.0%	0.0%	1.6%	5.4%	0.0%	0.0%	0.0%
12	0	0	0	505	375	0	0	0	880	0.0%	0.0%	0.0%	7.5%	4.7%	0.0%	0.0%	0.0%
13	-NE-																
14	0	0	0	1060	380	0	0	0	1440	0.0%	0.0%	0.0%	15.7%	4.8%	0.0%	0.0%	0.0%
15	5	0	0	840	1170	0	0	0	2015	0.3%	0.0%	0.0%	12.5%	14.7%	0.0%	0.0%	0.0%
16	-NE-																
17	-NE-																
18	100	0	0	0	190	0	0	0	290	6.3%	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%
19	-NE-																
20	0	0	0	600	615	0	0	0	1215	0.0%	0.0%	0.0%	8.9%	7.7%	0.0%	0.0%	0.0%
21	-NE-																
22	-NE-																
23	0	0	0	40	0	0	0	0	40	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
24	30	0	0	200	0	0	0	0	230	1.9%	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	-NE-																
26	30	0	0	0	0	0	0	0	30	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	325	0	0	0	0	0	0	0	325	20.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	60	0	0	160	20	0	0	0	240	3.8%	0.0%	0.0%	2.4%	0.3%	0.0%	0.0%	0.0%
29	0	0	0	175	150	0	0	0	325	0.0%	0.0%	0.0%	2.6%	1.9%	0.0%	0.0%	0.0%
30	0	0	0	85	0	0	0	0	85	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
31	760	0	0	760	945	0	0	0	2465	48.1%	0.0%	0.0%	11.3%	11.8%	0.0%	0.0%	0.0%
32	85	0	0	190	290	0	0	0	565	5.4%	0.0%	0.0%	2.8%	3.6%	0.0%	0.0%	0.0%
33	0	0	0	300	820	0	0	0	1120	0.0%	0.0%	0.0%	4.5%	10.3%	0.0%	0.0%	0.0%
34	0	0	0	50	0	0	0	0	50	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
35	0	0	0	0	15	0	0	0	15	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%
TOTAL	1580	0	0	6740	7980	0	0	0	16300	100.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME,MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME,MIN	INC
		A	B	C	D	E	F	G	H			
1	110	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	283	0.39	0
2	5	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	1.67	0
3	-NE-											
4	330	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	280	1.18	0
5	320	3.1%	0.0%	0.0%	84.4%	12.5%	0.0%	0.0%	0.0%	97	3.30	0
6	40	75.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	27	1.48	0
7	2165	0.0%	0.0%	0.0%	33.7%	66.3%	0.0%	0.0%	0.0%	1061	2.04	0
8	565	0.0%	0.0%	0.0%	82.3%	17.7%	0.0%	0.0%	0.0%	123	4.59	0
9	865	0.0%	0.0%	0.0%	23.1%	76.9%	0.0%	0.0%	0.0%	1135	0.76	0
10	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
11	540	0.0%	0.0%	0.0%	20.4%	79.6%	0.0%	0.0%	0.0%	1224	0.44	0
12	880	0.0%	0.0%	0.0%	57.4%	42.6%	0.0%	0.0%	0.0%	1450	0.61	0
13	-NE-											
14	1440	0.0%	0.0%	0.0%	73.6%	26.4%	0.0%	0.0%	0.0%	2879	0.50	0
15	2015	0.2%	0.0%	0.0%	41.7%	58.1%	0.0%	0.0%	0.0%	3028	0.67	0
16	-NE-											
17	-NE-											
18	290	34.5%	0.0%	0.0%	0.0%	65.5%	0.0%	0.0%	0.0%	1760	0.16	0
19	-NE-											
20	1215	0.0%	0.0%	0.0%	49.4%	50.6%	0.0%	0.0%	0.0%	570	2.13	0
21	-NE-											
22	-NE-											
23	40	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4	10.00	0
24	230	13.0%	0.0%	0.0%	87.0%	0.0%	0.0%	0.0%	0.0%	144	1.60	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502

ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME,MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME,MIN	INC
		A	B	C	D	E	F	G	H			
25	-NE-											
26	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	250	0.12	0
27	325	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	65	5.00	0
28	240	25.0%	0.0%	0.0%	66.7%	8.3%	0.0%	0.0%	0.0%	-NE-		
29	325	0.0%	0.0%	0.0%	53.8%	46.2%	0.0%	0.0%	0.0%	-NE-		
30	85	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	2465	30.8%	0.0%	0.0%	30.8%	38.3%	0.0%	0.0%	0.0%	-NE-		
32	565	15.0%	0.0%	0.0%	33.6%	51.3%	0.0%	0.0%	0.0%	-NE-		
33	1120	0.0%	0.0%	0.0%	26.8%	73.2%	0.0%	0.0%	0.0%	1578	0.28	1
34	50	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
35	15	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	30	0.50	0
TOTAL	16300	9.7%	0.0%	0.0%	41.3%	49.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	21.90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.90	0.0	283	0.08	0.0	0.08	0
2	1.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.00	0.0	3	0.33	0.0	0.33	0
3	-NE-														
4	0.0	0.0	0.0	0.0	12.70	0.0	0.0	0.0	12.70	0.0	280	0.05	0.0	0.05	0
5	1.99	0.0	0.0	26.92	1.74	0.0	0.0	0.0	30.65	0.0	97	0.32	0.0	0.32	0
6	5.97	0.0	0.0	0.0	0.38	0.0	0.0	0.0	6.36	0.0	27	0.24	0.0	0.24	0
7	0.0	0.0	0.0	72.80	56.41	0.0	0.0	0.0	129.21	0.0	1061	0.12	0.0	0.12	0
8	0.0	0.0	0.0	50.26	3.85	0.0	0.0	0.0	54.11	0.0	123	0.44	0.0	0.44	0
9	0.0	0.0	0.0	21.89	28.78	0.0	0.0	0.0	50.67	0.0	1135	0.04	0.0	0.04	0
10	5.97	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.97	0.0	-NE-				
11	0.0	0.0	0.0	10.97	17.66	0.0	0.0	0.0	28.63	0.0	1224	0.02	0.0	0.02	0
12	0.0	0.0	0.0	50.36	14.86	0.0	0.0	0.0	65.22	0.0	1450	0.04	0.0	0.04	0
13	-NE-														
14	0.0	0.0	0.0	105.71	16.75	0.0	0.0	0.0	122.46	0.0	2879	0.04	0.0	0.04	0
15	1.00	0.0	0.0	83.77	49.97	0.0	0.0	0.0	134.74	0.0	3028	0.04	0.0	0.04	0
16	-NE-														
17	-NE-														
18	27.01	0.0	0.0	0.0	7.88	0.0	0.0	0.0	34.89	0.0	1760	0.02	0.0	0.02	0
19	-NE-														
20	0.0	0.0	0.0	78.07	26.40	0.0	0.0	0.0	104.47	0.0	570	0.18	0.0	0.18	0
21	-NE-														
22	-NE-														
23	0.0	0.0	0.0	3.99	0.0	0.0	0.0	0.0	3.99	0.0	4	1.00	0.0	1.00	0
24	5.97	0.0	0.0	19.94	0.0	0.0	0.0	0.0	25.92	0.0	144	0.18	0.0	0.18	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$1 BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	-NE-														
26	5.97	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.97	0.0	250	0.02	0.0	0.02	0
27	64.70	0.0	0.0	0.0	0.0	0.0	0.0	0.0	64.70	0.0	65	1.00	0.0	1.00	0
28	11.94	0.0	0.0	15.96	0.88	0.0	0.0	0.0	28.78	0.0	-NE-				
29	0.0	0.0	0.0	17.45	6.62	0.0	0.0	0.0	24.08	0.0	-NE-				
30	0.0	0.0	0.0	12.61	0.0	0.0	0.0	0.0	12.61	0.0	-NE-				
31	151.30	0.0	0.0	75.79	39.41	0.0	0.0	0.0	266.51	0.0	-NE-				
32	17.28	0.0	0.0	20.65	12.10	0.0	0.0	0.0	50.03	0.0	-NE-				
33	0.0	0.0	0.0	29.92	33.52	0.0	0.0	0.0	63.44	0.0	1578	0.01	0.0	0.01	1
34	0.0	0.0	0.0	4.99	0.0	0.0	0.0	0.0	4.99	0.0	-NE-				
35	0.0	0.0	0.0	0.0	0.66	0.0	0.0	0.0	0.66	0.0	30	0.02	0.0	0.02	0
TOTAL	322.00	0.0	0.0	702.04	330.60	0.0	0.0	0.0	1354.64	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502

ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	21.90	0.0	2.12	24.02	8.8%	91.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	1.00	0.0	0.10	1.09	8.8%	91.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	12.70	0.0	6.36	19.06	33.3%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%
5	30.65	0.0	6.16	36.82	16.7%	5.4%	0.0%	0.0%	73.1%	4.7%	0.0%	0.0%	0.0%
6	6.36	0.0	0.77	7.13	10.8%	83.8%	0.0%	0.0%	0.0%	5.4%	0.0%	0.0%	0.0%
7	129.21	0.0	41.70	170.91	24.4%	0.0%	0.0%	0.0%	42.6%	33.0%	0.0%	0.0%	0.0%
8	54.11	0.0	10.88	65.00	16.7%	0.0%	0.0%	0.0%	77.3%	5.9%	0.0%	0.0%	0.0%
9	50.67	0.0	16.66	67.33	24.7%	0.0%	0.0%	0.0%	32.5%	42.7%	0.0%	0.0%	0.0%
10	5.97	0.0	0.58	6.55	8.8%	91.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	28.63	0.0	10.40	39.03	26.7%	0.0%	0.0%	0.0%	28.1%	45.2%	0.0%	0.0%	0.0%
12	65.22	0.0	16.95	82.17	20.6%	0.0%	0.0%	0.0%	61.3%	18.1%	0.0%	0.0%	0.0%
13	-NE-												
14	122.46	0.0	27.74	150.20	18.5%	0.0%	0.0%	0.0%	70.4%	11.2%	0.0%	0.0%	0.0%
15	134.74	0.0	38.82	173.55	22.4%	0.6%	0.0%	0.0%	48.3%	28.8%	0.0%	0.0%	0.0%
16	-NE-												
17	-NE-												
18	34.89	0.0	5.59	40.47	17.8%	66.7%	0.0%	0.0%	0.0%	19.5%	0.0%	0.0%	0.0%
19	-NE-												
20	104.47	0.0	23.40	127.87	18.3%	0.0%	0.0%	0.0%	61.1%	20.6%	0.0%	0.0%	0.0%
21	-NE-												
22	-NE-												
23	3.99	0.0	0.77	4.76	16.2%	0.0%	0.0%	0.0%	83.8%	0.0%	0.0%	0.0%	0.0%
24	25.92	0.0	4.43	30.35	14.6%	19.7%	0.0%	0.0%	65.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	-NE-												
26	5.97	0.0	0.58	6.55	8.8%	91.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	64.70	0.0	6.26	70.96	8.8%	91.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	28.78	0.0	4.62	33.41	13.8%	35.8%	0.0%	0.0%	47.8%	2.6%	0.0%	0.0%	0.0%
29	24.08	0.0	6.26	30.34	20.6%	0.0%	0.0%	0.0%	57.5%	21.8%	0.0%	0.0%	0.0%
30	12.61	0.0	1.64	14.25	11.5%	0.0%	0.0%	0.0%	88.5%	0.0%	0.0%	0.0%	0.0%
31##	266.51	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	50.03	0.0	10.88	60.91	17.9%	28.4%	0.0%	0.0%	33.9%	19.9%	0.0%	0.0%	0.0%
33	63.44	0.0	21.57	85.02	25.4%	0.0%	0.0%	0.0%	35.2%	39.4%	0.0%	0.0%	0.0%
34	4.99	0.0	0.96	5.95	16.2%	0.0%	0.0%	0.0%	83.8%	0.0%	0.0%	0.0%	0.0%
35	0.66	0.0	0.29	0.95	30.4%	0.0%	0.0%	0.0%	0.0%	69.6%	0.0%	0.0%	0.0%
TOTAL	1088.14	0.0	266.51	1354.64	19.7%	12.6%	0.0%	0.0%	46.2%	21.5%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
ACO ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	90	0	80	0	0	0	0	0	170	100.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	0	0	0	430	0	0	0	0	430	0.0%	0.0%	0.0%	12.0%	0.0%	0.0%	0.0%	0.0%
4	-NE-																
5	0	0	0	15	0	0	0	0	15	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
6	0	0	0	90	0	0	0	0	90	0.0%	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%
7	0	0	0	230	0	0	0	0	230	0.0%	0.0%	0.0%	6.4%	0.0%	0.0%	0.0%	0.0%
8	0	0	0	280	0	0	0	0	280	0.0%	0.0%	0.0%	7.8%	0.0%	0.0%	0.0%	0.0%
9	-NE-																
10	-NE-																
11	-NE-																
12	0	0	0	240	0	0	0	0	240	0.0%	0.0%	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	0	0	0	500	0	0	0	0	500	0.0%	0.0%	0.0%	13.9%	0.0%	0.0%	0.0%	0.0%
15	0	0	1045	0	0	0	0	0	1045	0.0%	0.0%	19.8%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-																
17	-NE-																
18	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
19	-NE-																
20	0	0	1680	930	0	0	0	0	2610	0.0%	0.0%	31.8%	25.9%	0.0%	0.0%	0.0%	0.0%
21	0	0	0	160	0	0	0	0	160	0.0%	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%
22	-NE-																
23	-NE-																
24	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY.*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	70	0	0	0	0	70	0.0%	0.0%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%
26	0	0	0	20	0	0	0	0	20	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	0	0	0	40	0	0	0	0	40	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
29	0	0	480	30	0	0	0	0	510	0.0%	0.0%	9.1%	0.8%	0.0%	0.0%	0.0%	0.0%
30	-NE-																
31	0	0	915	10	0	0	0	0	925	0.0%	0.0%	17.3%	0.3%	0.0%	0.0%	0.0%	0.0%
32	0	0	390	180	0	0	0	0	570	0.0%	0.0%	7.4%	5.0%	0.0%	0.0%	0.0%	0.0%
33	0	0	430	0	0	0	0	0	430	0.0%	0.0%	8.2%	0.0%	0.0%	0.0%	0.0%	0.0%
34	0	0	255	360	0	0	0	0	615	0.0%	0.0%	4.8%	10.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	90	0	5275	3595	0	0	0	0	8960	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101

ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	170	52.9%	0.0%	47.1%	0.0%	0.0%	0.0%	0.0%	0.0%	15	6.00	1
2	-NE-											
3	430	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	117	3.68	0
4	-NE-											
5	15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5	3.00	0
6	90	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	19	4.74	0
7	230	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	6	38.33	0
8	280	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	42	6.67	0
9	-NE-											
10	-NE-											
11	-NE-											
12	240	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	205	1.17	0
13	-NE-											
14	500	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	614	0.81	0
15	1045	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	166	6.30	0
16	-NE-											
17	-NE-											
18	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
19	-NE-											
20	2610	0.0%	0.0%	64.4%	35.6%	0.0%	0.0%	0.0%	0.0%	86	12.91	1
21	160	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
22	-NE-											
23	-NE-											
24	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME,MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME,MIN	INC
		A	B	C	D	E	F	G	H			
25	70	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	10	7.00	0
26	20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	13	1.54	0
27	-NE-											
28	40	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	510	0.0%	0.0%	94.1%	5.9%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	-NE-											
31	925	0.0%	0.0%	98.9%	1.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	570	0.0%	0.0%	68.4%	31.6%	0.0%	0.0%	0.0%	0.0%	-NE-		
33	430	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	92	2.07	1
34	615	0.0%	0.0%	41.5%	58.5%	0.0%	0.0%	0.0%	0.0%	13	9.23	1
TOTAL	8960	1.0%	0.0%	58.9%	40.1%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	15.03	0.0	8.49	0.0	0.0	0.0	0.0	0.0	23.52	2.00	15	1.00	0.07	1.07	1
2	-NE-														
3	0.0	0.0	0.0	34.45	0.0	0.0	0.0	0.0	34.45	5.06	117	0.29	0.04	0.34	0
4	-NE-														
5	0.0	0.0	0.0	1.20	0.0	0.0	0.0	0.0	1.20	0.18	5	0.24	0.04	0.28	0
6	0.0	0.0	0.0	7.21	0.0	0.0	0.0	0.0	7.21	1.06	19	0.38	0.06	0.44	0
7	0.0	0.0	0.0	18.43	0.0	0.0	0.0	0.0	18.43	2.70	6	3.07	0.45	3.52	0
8	0.0	0.0	0.0	22.44	0.0	0.0	0.0	0.0	22.44	3.29	42	0.53	0.08	0.61	0
9	-NE-														
10	-NE-														
11	-NE-														
12	0.0	0.0	0.0	19.23	0.0	0.0	0.0	0.0	19.23	2.82	205	0.09	0.01	0.11	0
13	-NE-														
14	0.0	0.0	0.0	40.06	0.0	0.0	0.0	0.0	40.06	5.88	614	0.07	0.01	0.07	0
15	0.0	0.0	110.95	0.0	0.0	0.0	0.0	0.0	110.95	12.29	166	0.67	0.07	0.74	0
16	-NE-														
17	-NE-														
18	0.0	0.0	0.0	0.40	0.0	0.0	0.0	0.0	0.40	0.06	1	0.40	0.06	0.46	0
19	-NE-														
20	0.0	0.0	178.38	74.52	0.0	0.0	0.0	0.0	252.89	30.69	86	1.09	0.15	1.24	1
21	0.0	0.0	0.0	12.82	0.0	0.0	0.0	0.0	12.82	1.88	-NE-				
22	-NE-														
23	-NE-														
24	0.0	0.0	0.0	0.40	0.0	0.0	0.0	0.0	0.40	0.06	1	0.40	0.06	0.46	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
 ACO ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	5.61	0.0	0.0	0.0	0.0	5.61	0.82	10	0.56	0.08	0.64	0
26	0.0	0.0	0.0	1.60	0.0	0.0	0.0	0.0	1.60	0.24	13	0.12	0.02	0.14	0
27	-NE-														
28	0.0	0.0	0.0	3.21	0.0	0.0	0.0	0.0	3.21	0.47	-NE-				
29	0.0	0.0	50.96	2.40	0.0	0.0	0.0	0.0	53.37	6.00	-NE-				
30	-NE-														
31	0.0	0.0	97.15	0.80	0.0	0.0	0.0	0.0	97.95	10.88	-NE-				
32	0.0	0.0	41.41	14.42	0.0	0.0	0.0	0.0	55.83	6.70	-NE-				
33	0.0	0.0	45.66	0.0	0.0	0.0	0.0	0.0	45.66	5.06	92	0.22	0.02	0.24	1
34	0.0	0.0	27.07	28.85	0.0	0.0	0.0	0.0	55.92	7.23	13	0.98	0.11	1.09	1
TOTAL	15.03	0.0	560.08	288.05	0.0	0.0	0.0	0.0	863.16	105.37					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
 E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	23.52	2.00	2.30	27.83	15.5%	54.0%	0.0%	30.5%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	34.45	5.06	5.82	45.34	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
4	-NE-												
5	1.20	0.18	0.20	1.58	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
6	7.21	1.06	1.22	9.49	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
7	18.43	2.70	3.12	24.25	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
8	22.44	3.29	3.79	29.52	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-												
10	-NE-												
11	-NE-												
12	19.23	2.82	3.25	25.30	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	40.06	5.88	6.77	52.72	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
15	110.95	12.29	14.15	137.40	19.2%	0.0%	0.0%	80.8%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-												
17	-NE-												
18	0.40	0.06	0.07	0.53	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
19	-NE-												
20	252.89	30.69	35.35	318.94	20.7%	0.0%	0.0%	55.9%	23.4%	0.0%	0.0%	0.0%	0.0%
21	12.82	1.88	2.17	16.87	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
22	-NE-												
23	-NE-												
24	0.40	0.06	0.07	0.53	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# RUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	5.61	0.82	0.95	7.38	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
26	1.60	0.24	0.27	2.11	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	3.21	0.47	0.54	4.22	24.0%	0.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%
29	53.37	6.00	6.91	66.27	19.5%	0.0%	0.0%	76.9%	3.6%	0.0%	0.0%	0.0%	0.0%
30	-NE-												
31##	97.95	10.88	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	55.83	6.70	7.72	70.26	20.5%	0.0%	0.0%	58.9%	20.5%	0.0%	0.0%	0.0%	0.0%
33	45.66	5.06	5.82	56.54	19.2%	0.0%	0.0%	80.8%	0.0%	0.0%	0.0%	0.0%	0.0%
34	55.92	7.23	8.33	71.48	21.8%	0.0%	0.0%	37.9%	40.4%	0.0%	3.0%	0.0%	0.0%
TOTAL	765.21	94.49	108.83	968.53	21.0%	1.6%	0.0%	47.8%	29.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	-NE-																
2	-NE-																
3	-NE-																
4	-NE-																
5	0	0	1630	0	0	0	0	0	1630	0.0%	0.0%	27.5%	0.0%	0.0%	0.0%	0.0%	0.0%
6	-NE-																
7	0	0	1225	0	0	0	0	0	1225	0.0%	0.0%	20.7%	0.0%	0.0%	0.0%	0.0%	0.0%
8	0	0	125	0	0	0	0	0	125	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%
9	30	0	0	0	0	0	0	0	30	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	0	0	220	490	0	0	0	0	710	0.0%	0.0%	3.7%	84.5%	0.0%	0.0%	0.0%	0.0%
12	0	0	50	90	0	0	0	0	140	0.0%	0.0%	0.8%	15.5%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	0	0	100	0	0	0	0	0	100	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%
15	0	0	160	0	0	0	0	0	160	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-																
17	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
18	-NE-																
19	-NE-																
20	0	0	205	0	0	0	0	0	205	0.0%	0.0%	3.5%	0.0%	0.0%	0.0%	0.0%	0.0%
21	0	0	50	0	0	0	0	0	50	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
22	-NE-																
23	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
24	0	0	260	0	0	0	0	0	260	0.0%	0.0%	4.4%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102
ACQ ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	10	0	0	0	0	0	10	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
26	-NE-																
27	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
28	-NE-																
29	-NE-																
30	-NE-																
31	165	0	1370	0	0	0	0	0	1535	68.8%	0.0%	23.1%	0.0%	0.0%	0.0%	0.0%	0.0%
32	30	0	45	0	0	0	0	0	75	12.5%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
33	15	0	460	0	0	0	0	0	475	6.3%	0.0%	7.8%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	240	0	5925	580	0	0	0	0	6745	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102
ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	-NE-											
2	-NE-											
3	-NE-											
4	-NE-											
5	1630	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1505	1.08	0
6	-NE-											
7	1225	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	708	1.73	0
8	125	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	29	4.31	0
9	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	38	0.79	0
10	-NE-											
11	710	0.0%	0.0%	31.0%	69.0%	0.0%	0.0%	0.0%	0.0%	1471	0.48	0
12	140	0.0%	0.0%	35.7%	64.3%	0.0%	0.0%	0.0%	0.0%	490	0.29	0
13	-NE-											
14	100	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	220	0.45	0
15	160	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	108	1.48	0
16	-NE-											
17	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
18	-NE-											
19	-NE-											
20	205	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16	12.81	0
21	50	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50	1.00	0
22	-NE-											
23	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
24	260	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	256	1.02	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102

ACQ ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	10	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2	5.00	0
26	-NE-											
27	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
28	-NE-											
29	-NE-											
30	-NE-											
31	1535	10.7%	0.0%	89.3%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	75	40.0%	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
33	475	3.2%	0.0%	96.8%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	6745	3.6%	0.0%	87.8%	8.6%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102

ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	-NE-														
2	-NE-														
3	-NE-														
4	-NE-														
5	0.0	0.0	128.20	0.0	0.0	0.0	0.0	0.0	128.20	26.97	1505	0.09	0.02	0.10	0
6	-NE-														
7	0.0	0.0	96.34	0.0	0.0	0.0	0.0	0.0	96.34	20.27	708	0.14	0.03	0.16	0
8	0.0	0.0	9.83	0.0	0.0	0.0	0.0	0.0	9.83	2.07	29	0.34	0.07	0.41	0
9	3.70	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.70	0.50	38	0.10	0.01	0.11	0
10	-NE-														
11	0.0	0.0	17.30	36.86	0.0	0.0	0.0	0.0	54.16	11.75	1471	0.04	0.01	0.04	0
12	0.0	0.0	3.93	6.77	0.0	0.0	0.0	0.0	10.70	2.32	490	0.02	0.00	0.03	0
13	-NE-														
14	0.0	0.0	7.86	0.0	0.0	0.0	0.0	0.0	7.86	1.65	220	0.04	0.01	0.04	0
15	0.0	0.0	12.58	0.0	0.0	0.0	0.0	0.0	12.58	2.65	108	0.12	0.02	0.14	0
16	-NE-														
17	0.0	0.0	0.39	0.0	0.0	0.0	0.0	0.0	0.39	0.08	1	0.39	0.08	0.48	0
18	-NE-														
19	-NE-														
20	0.0	0.0	16.12	0.0	0.0	0.0	0.0	0.0	16.12	3.39	16	1.01	0.21	1.22	0
21	0.0	0.0	3.93	0.0	0.0	0.0	0.0	0.0	3.93	0.83	50	0.08	0.02	0.10	0
22	-NE-														
23	0.0	0.0	0.39	0.0	0.0	0.0	0.0	0.0	0.39	0.08	1	0.39	0.08	0.48	0
24	0.0	0.0	20.45	0.0	0.0	0.0	0.0	0.0	20.45	4.30	256	0.08	0.02	0.10	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
ACQ ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.79	0.0	0.0	0.0	0.0	0.0	0.79	0.17	2	0.39	0.08	0.48	0
26	-NE-														
27	0.0	0.0	0.39	0.0	0.0	0.0	0.0	0.0	0.39	0.08	1	0.39	0.08	0.48	0
28	-NE-														
29	-NE-														
30	-NE-														
31	20.32	0.0	107.75	0.0	0.0	0.0	0.0	0.0	128.07	25.40	-NE-				
32	3.70	0.0	3.54	0.0	0.0	0.0	0.0	0.0	7.23	1.24	-NE-				
33	1.85	0.0	36.18	0.0	0.0	0.0	0.0	0.0	38.03	7.86	-NE-				
TOTAL	29.56	0.0	465.99	43.63	0.0	0.0	0.0	0.0	539.18	111.59					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST.\$	TOTAL TASK COST.\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	-NE-												
2	-NE-												
3	-NE-												
4	-NE-												
5	128.20	26.97	48.01	203.18	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
6	-NE-												
7	96.34	20.27	36.08	152.70	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
8	9.83	2.07	3.68	15.58	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
9	3.70	0.50	0.88	5.08	27.2%	72.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	54.16	11.75	20.91	86.82	37.6%	0.0%	0.0%	19.9%	42.5%	0.0%	0.0%	0.0%	0.0%
12	10.70	2.32	4.12	17.14	37.6%	0.0%	0.0%	22.9%	39.5%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	7.86	1.65	2.95	12.47	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
15	12.58	2.65	4.71	19.94	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-												
17	0.39	0.08	0.15	0.62	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
18	-NE-												
19	-NE-												
20	16.12	3.39	6.04	25.55	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
21	3.93	0.83	1.47	6.23	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
22	-NE-												
23	0.39	0.08	0.15	0.62	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
24	20.45	4.30	7.66	32.41	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102

ACQ ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# RUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
25	0.79	0.17	0.29	1.25	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
26	-NE-												
27	0.39	0.08	0.15	0.62	36.9%	0.0%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	0.0%
28	-NE-												
29	-NE-												
30	-NE-												
31##	128.07	25.40	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
32	7.23	1.24	2.21	10.68	32.3%	34.6%	0.0%	33.1%	0.0%	0.0%	0.0%	0.0%	0.0%
33	38.03	7.86	13.99	59.88	36.5%	3.1%	0.0%	60.4%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	411.11	86.20	153.47	650.78	36.8%	1.4%	0.0%	55.0%	6.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;

F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

Part II, Section B

Cataloging

B. Cataloging

Cataloging was defined, for the purposes of these studies, as the department, section, division or administrative unit (or personnel if no distinct department) responsible for classification, bibliographic description, preparation of, and maintenance of bibliographic entries for library holdings. Form Number 5, Cataloging Activity Sheet, defines the activity and units (if applicable) of count for the first twenty-three activities listed on the following tables. The data collection instrument and definitions appear in Appendix B. In addition, the reader is directed to the unique interpretations of these activities made by the case studies which also appear in Appendix B. These are particularly relevant to assessing the data appearing in the following tables. Listed also in Appendix B, are those activities which are unique to each case study and assigned, in the following tables, designation higher than twenty-four. Special caution should be taken in assuming these figures representative of year-round processing in any of the eleven case studies. The data collection interval of three weeks may not be reflective of year-round work loads.

LIBRARY NO 1
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	225	0	5455	45	700	0	0	0	6425	0.9%	0.0%	5.4%	0.2%	2.0%	0.0%	0.0%	0.0%
2	1020	0	1675	0	0	0	0	0	2695	4.2%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%
3	690	0	165	0	0	0	0	0	855	2.8%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0	0	35	0	2400	0	0	0	2435	0.0%	0.0%	0.0%	0.0%	7.0%	0.0%	0.0%	0.0%
5	0	0	1155	745	7795	0	0	0	9695	0.0%	0.0%	1.2%	3.2%	22.8%	0.0%	0.0%	0.0%
6	80	0	4930	740	180	0	0	0	5930	0.3%	0.0%	4.9%	3.2%	0.5%	0.0%	0.0%	0.0%
7	5	0	1955	0	0	0	0	0	1960	0.0%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%
8	6300	0	835	0	0	0	0	0	7135	25.8%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
9	1939	0	6285	0	0	0	0	0	8224	7.9%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%	0.0%
10	30	0	0	0	0	0	0	0	30	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-																
12	410	0	1015	0	0	0	0	0	1425	1.7%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	480	0	18610	10250	0	0	0	0	29340	2.0%	0.0%	18.6%	44.0%	0.0%	0.0%	0.0%	0.0%
14	310	0	3195	675	0	0	0	0	4180	1.3%	0.0%	3.2%	2.9%	0.0%	0.0%	0.0%	0.0%
15	5	0	3405	1060	3035	0	0	0	7505	0.0%	0.0%	3.4%	4.6%	8.9%	0.0%	0.0%	0.0%
16	40	0	6955	3340	60	0	0	0	10395	0.2%	0.0%	6.9%	14.4%	0.2%	0.0%	0.0%	0.0%
17	905	0	850	0	0	0	0	0	1755	3.7%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	3680	0	0	0	0	0	3680	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%
19	60	0	1500	565	10380	0	0	0	12505	0.2%	0.0%	1.5%	2.4%	30.3%	0.0%	0.0%	0.0%
20	60	0	2535	0	0	0	0	0	2595	0.2%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%
21	2365	0	4150	0	3670	0	0	0	10185	9.7%	0.0%	4.1%	0.0%	10.7%	0.0%	0.0%	0.0%
22	7256	0	23850	4180	2305	0	0	0	37591	29.7%	0.0%	23.8%	18.0%	6.7%	0.0%	0.0%	0.0%
23	650	0	2690	520	720	0	0	0	4580	2.7%	0.0%	2.7%	2.2%	2.1%	0.0%	0.0%	0.0%
24	195	0	15	0	0	0	0	0	210	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	95	0	0	0	0	0	95	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	0	100	0	0	0	0	100	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
27	0	0	20	0	180	0	0	0	200	0.0%	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%
28	0	0	4000	0	0	0	0	0	4000	0.0%	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%
29	750	0	0	0	0	0	0	0	750	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
30	155	0	0	0	0	0	0	0	155	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31	-NE-																
32	0	0	60	0	0	0	0	0	60	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
33	510	0	0	0	0	0	0	0	510	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
34	0	0	0	0	1160	0	0	0	1160	0.0%	0.0%	0.0%	0.0%	3.4%	0.0%	0.0%	0.0%
35	0	0	145	0	0	0	0	0	145	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
36	0	0	635	760	210	0	0	0	1605	0.0%	0.0%	0.6%	3.3%	0.6%	0.0%	0.0%	0.0%
37	0	0	230	205	390	0	0	0	825	0.0%	0.0%	0.2%	0.9%	1.1%	0.0%	0.0%	0.0%
38	0	0	80	85	1025	0	0	0	1190	0.0%	0.0%	0.1%	0.4%	3.0%	0.0%	0.0%	0.0%
39	0	0	40	0	0	0	0	0	40	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
40	0	0	60	0	0	0	0	0	60	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	24440	0	100305	23270	34210	0	0	0	182225	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	6425	3.5%	0.0%	84.9%	0.7%	10.9%	0.0%	0.0%	0.0%	-NE-		
2	2695	37.8%	0.0%	62.2%	0.0%	0.0%	0.0%	0.0%	0.0%	1069	2.51	1
3	855	80.7%	0.0%	19.3%	0.0%	0.0%	0.0%	0.0%	0.0%	92	7.50	1
4	2435	0.0%	0.0%	1.4%	0.0%	98.6%	0.0%	0.0%	0.0%	665	3.66	0
5	9695	0.0%	0.0%	11.9%	7.7%	80.4%	0.0%	0.0%	0.0%	30	0.83	1
6	5930	1.3%	0.0%	83.1%	12.5%	3.0%	0.0%	0.0%	0.0%	3981	1.49	0
7	1960	0.3%	0.0%	99.7%	0.0%	0.0%	0.0%	0.0%	0.0%	1289	1.52	0
8	7135	88.3%	0.0%	11.7%	0.0%	0.0%	0.0%	0.0%	0.0%	361	19.76	0
9	8224	23.6%	0.0%	76.4%	0.0%	0.0%	0.0%	0.0%	0.0%	2099	3.92	0
10	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2	15.00	0
11	-NE-											
12	1425	28.8%	0.0%	71.2%	0.0%	0.0%	0.0%	0.0%	0.0%	300	4.75	0
13	29340	1.6%	0.0%	63.4%	34.9%	0.0%	0.0%	0.0%	0.0%	41432	0.60	1
14	4180	7.4%	0.0%	76.4%	16.1%	0.0%	0.0%	0.0%	0.0%	25999	0.12	1
15	7505	0.1%	0.0%	45.4%	14.1%	40.4%	0.0%	0.0%	0.0%	154664	0.03	1
16	10395	0.4%	0.0%	66.9%	32.1%	0.6%	0.0%	0.0%	0.0%	3251	0.60	1
17	1755	51.6%	0.0%	48.4%	0.0%	0.0%	0.0%	0.0%	0.0%	57	0.96	1
18	3680	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5825	0.41	1
19	12505	0.5%	0.0%	12.0%	4.5%	83.0%	0.0%	0.0%	0.0%	21180	0.55	1
20	2595	2.3%	0.0%	97.7%	0.0%	0.0%	0.0%	0.0%	0.0%	296	4.66	1
21	10185	23.2%	0.0%	40.7%	0.0%	36.0%	0.0%	0.0%	0.0%	545	0.93	1
22	37591	19.3%	0.0%	63.4%	11.1%	6.1%	0.0%	0.0%	0.0%	-NE-		
23	4580	14.2%	0.0%	58.7%	11.4%	15.7%	0.0%	0.0%	0.0%	-NE-		
24	210	92.9%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	15	1.00	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	95	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
26	100	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
27	200	0.0%	0.0%	10.0%	0.0%	90.0%	0.0%	0.0%	0.0%	-NE-		
28	4000	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2675	1.50	0
29	750	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	155	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	-NE-											
32	60	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
33	510	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	101	5.05	0
34	1160	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	-NE-		
35	145	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	13	10.00	1
36	1605	0.0%	0.0%	39.6%	47.4%	13.1%	0.0%	0.0%	0.0%	1637	0.98	0
37	825	0.0%	0.0%	27.9%	24.8%	47.3%	0.0%	0.0%	0.0%	797	0.55	1
38	1190	0.0%	0.0%	6.7%	7.1%	86.1%	0.0%	0.0%	0.0%	1522	0.78	0
39	40	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
40	60	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	18225	13.4%	0.0%	55.0%	12.8%	18.8%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST, \$	ADMIN.# TASK COST, \$	VOL- UME	DIRECT UNIT COST, \$	ADMIN.# UNIT COST, \$	TOTAL UNIT COST, \$	INC
	A	B	C	D	E	F	G	H							
1	30.23	0.0	518.65	3.38	27.50	0.0	0.0	0.0	579.76	38.90	-NE-				
2	236.30	0.0	181.82	0.0	0.0	0.0	0.0	0.0	418.12	16.32	1069	0.39	0.02	0.40	1
3	127.97	0.0	20.27	0.0	0.0	0.0	0.0	0.0	148.25	5.18	92	1.39	0.05	1.44	1
4	0.0	0.0	2.57	0.0	94.00	0.0	0.0	0.0	96.57	14.74	665	0.15	0.02	0.17	0
5	0.0	0.0	88.19	55.94	309.84	0.0	0.0	0.0	453.97	58.70	30	0.03	0.01	0.04	1
6	26.10	0.0	519.47	55.57	6.90	0.0	0.0	0.0	608.04	35.90	3981	0.15	0.01	0.16	0
7	2.03	0.0	234.22	0.0	0.0	0.0	0.0	0.0	236.25	11.87	1289	0.18	0.01	0.19	0
8	1272.53	0.0	102.60	0.0	0.0	0.0	0.0	0.0	1375.13	43.20	361	3.81	0.12	3.93	0
9	302.71	0.0	822.65	0.0	0.0	0.0	0.0	0.0	1125.36	49.79	2099	0.54	0.02	0.56	0
10	12.16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.16	0.18	2	6.08	0.09	6.17	0
11	-NE-														
12	69.73	0.0	144.50	0.0	0.0	0.0	0.0	0.0	214.23	8.63	300	0.71	0.03	0.74	0
13	71.88	0.0	1582.26	615.45	0.0	0.0	0.0	0.0	2269.59	177.63	41432	0.05	0.00	0.05	1
14	39.94	0.0	275.12	47.53	0.0	0.0	0.0	0.0	362.58	25.31	25999	0.01	0.00	0.01	1
15	0.60	0.0	274.27	76.19	123.00	0.0	0.0	0.0	474.06	45.44	154664	0.00	0.00	0.00	1
16	5.17	0.0	576.54	229.01	2.45	0.0	0.0	0.0	813.17	62.93	3251	0.05	0.00	0.06	1
17	123.24	0.0	85.59	0.0	0.0	0.0	0.0	0.0	208.83	10.63	57	0.07	0.01	0.08	1
18	0.0	0.0	331.24	0.0	0.0	0.0	0.0	0.0	331.24	22.28	5825	0.03	0.00	0.04	1
19	7.20	0.0	110.18	33.27	410.22	0.0	0.0	0.0	560.88	75.71	21180	0.02	0.00	0.03	1
20	7.20	0.0	260.13	0.0	0.0	0.0	0.0	0.0	267.33	15.71	296	0.50	0.03	0.53	1
21	359.28	0.0	489.15	0.0	128.70	0.0	0.0	0.0	977.13	61.66	545	0.10	0.01	0.11	1
22	1145.48	0.0	2261.44	277.50	90.95	0.0	0.0	0.0	3775.37	227.59	-NE-				
23	116.32	0.0	244.81	34.43	28.45	0.0	0.0	0.0	424.00	27.73	-NE-				
24	79.06	0.0	1.63	0.0	0.0	0.0	0.0	0.0	80.69	1.27	15	0.11	0.01	0.11	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
 CAT ACTIVITY SHEET SUMMARY III: COST PROFILE
 # 47

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	6.98	0.0	0.0	0.0	0.0	0.0	6.98	0.58	-NE-				
26	0.0	0.0	0.0	5.89	0.0	0.0	0.0	0.0	5.89	0.61	-NE-				
27	0.0	0.0	1.62	0.0	7.35	0.0	0.0	0.0	8.97	1.21	-NE-				
28	0.0	0.0	419.05	0.0	0.0	0.0	0.0	0.0	419.05	24.22	2675	0.16	0.01	0.17	0
29	114.14	0.0	0.0	0.0	0.0	0.0	0.0	0.0	114.14	4.54	-NE-				
30	23.57	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.57	0.94	-NE-				
31	-NE-														
32	0.0	0.0	6.51	0.0	0.0	0.0	0.0	0.0	6.51	0.36	-NE-				
33	61.21	0.0	0.0	0.0	0.0	0.0	0.0	0.0	61.21	3.09	101	0.61	0.03	0.64	0
34	0.0	0.0	0.0	0.0	40.60	0.0	0.0	0.0	40.60	7.02	-NE-				
35	0.0	0.0	14.27	0.0	0.0	0.0	0.0	0.0	14.27	0.88	13	0.98	0.06	1.04	1
36	0.0	0.0	65.62	57.07	8.22	0.0	0.0	0.0	130.91	9.72	1637	0.08	0.01	0.09	0
37	0.0	0.0	22.24	15.39	15.92	0.0	0.0	0.0	53.56	4.99	797	0.05	0.00	0.05	1
38	0.0	0.0	7.50	6.38	40.15	0.0	0.0	0.0	54.03	7.20	1522	0.04	0.00	0.04	0
39	0.0	0.0	4.14	0.0	0.0	0.0	0.0	0.0	4.14	0.24	-NE-				
40	0.0	0.0	4.86	0.0	0.0	0.0	0.0	0.0	4.86	0.36	-NE-				
TOTAL	4234.07	0.0	9680.04	1513.00	1334.26	0.0	0.0	0.0	16761.36	1103.25					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
 E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	579.76	38.90	177.82	796.48	27.2%	3.8%	0.0%	65.1%	0.4%	3.5%	0.0%	0.0%	0.0%
2	418.12	16.32	74.59	509.03	17.9%	46.4%	0.0%	35.7%	0.0%	0.0%	0.0%	0.0%	0.0%
3	148.25	5.18	23.66	177.09	16.3%	72.3%	0.0%	11.4%	0.0%	0.0%	0.0%	0.0%	0.0%
4	96.57	14.74	67.39	178.71	46.0%	0.0%	0.0%	1.4%	0.0%	52.6%	0.0%	0.0%	0.0%
5	453.97	58.70	268.32	780.99	41.9%	0.0%	0.0%	11.3%	7.2%	39.7%	0.0%	0.0%	0.0%
6	608.04	35.90	164.12	808.06	24.8%	3.2%	0.0%	64.3%	6.9%	0.9%	0.0%	0.0%	0.0%
7	236.25	11.87	54.25	302.36	21.9%	0.7%	0.0%	77.5%	0.0%	0.0%	0.0%	0.0%	0.0%
8	1375.13	43.20	197.47	1615.80	14.9%	78.8%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%	0.0%
9	1125.36	49.79	227.61	1402.76	19.8%	21.6%	0.0%	58.6%	0.0%	0.0%	0.0%	0.0%	0.0%
10	12.16	0.18	0.83	13.18	7.7%	92.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-												
12	214.23	8.63	39.44	262.30	18.3%	26.6%	0.0%	55.1%	0.0%	0.0%	0.0%	0.0%	0.0%
13	2269.59	177.63	812.03	3259.25	30.4%	2.2%	0.0%	48.5%	18.9%	0.0%	0.0%	0.0%	0.0%
14	362.58	25.31	115.69	503.58	28.0%	7.9%	0.0%	54.6%	9.4%	0.0%	0.0%	0.0%	0.0%
15	474.06	45.44	207.71	727.21	34.8%	0.1%	0.0%	37.7%	10.5%	16.9%	0.0%	0.0%	0.0%
16	813.17	62.93	287.70	1163.80	30.1%	0.4%	0.0%	49.5%	19.7%	0.2%	0.0%	0.0%	0.0%
17	208.83	10.63	48.57	268.03	22.1%	46.0%	0.0%	31.9%	0.0%	0.0%	0.0%	0.0%	0.0%
18	331.24	22.28	101.85	455.37	27.3%	0.0%	0.0%	72.7%	0.0%	0.0%	0.0%	0.0%	0.0%
19	560.88	75.71	346.09	982.68	42.9%	0.7%	0.0%	11.2%	3.4%	41.7%	0.0%	0.0%	0.0%
20	267.33	15.71	71.82	354.86	24.7%	2.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%
21	977.13	61.66	281.88	1320.68	25.0%	27.2%	0.0%	37.0%	0.0%	9.7%	0.0%	0.0%	0.0%
22**	3775.37	227.59	**	ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS									
23	424.00	27.73	126.76	578.49	26.7%	20.1%	0.0%	42.3%	6.0%	4.9%	0.0%	0.0%	0.0%
24	80.69	1.27	5.81	87.77	8.1%	90.1%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

** ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	6.98	0.58	2.63	10.18	31.5%	0.0%	0.0%	68.5%	0.0%	0.0%	0.0%	0.0%	0.0%
26	5.89	0.61	2.77	9.26	36.4%	0.0%	0.0%	0.0%	63.6%	0.0%	0.0%	0.0%	0.0%
27	8.97	1.21	5.54	15.72	42.9%	0.0%	0.0%	10.3%	0.0%	46.8%	0.0%	0.0%	0.0%
28	419.05	24.22	110.71	553.97	24.4%	0.0%	0.0%	75.6%	0.0%	0.0%	0.0%	0.0%	0.0%
29	114.14	4.54	20.76	139.44	18.1%	81.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
30	23.57	0.94	4.29	28.80	18.2%	81.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31	-NE-												
32	6.51	0.36	1.66	8.53	23.7%	0.0%	0.0%	76.3%	0.0%	0.0%	0.0%	0.0%	0.0%
33	61.21	3.09	14.11	78.42	21.9%	78.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
34	40.60	7.02	32.10	79.73	49.1%	0.0%	0.0%	0.0%	0.0%	50.9%	0.0%	0.0%	0.0%
35	14.27	0.88	4.01	19.16	25.5%	0.0%	0.0%	74.5%	0.0%	0.0%	0.0%	0.0%	0.0%
36	130.91	9.72	44.42	185.05	29.3%	0.0%	0.0%	35.5%	30.8%	4.4%	0.0%	0.0%	0.0%
37	53.56	4.99	22.83	81.39	34.2%	0.0%	0.0%	27.3%	18.9%	19.6%	0.0%	0.0%	0.0%
38	54.03	7.20	32.93	94.17	42.6%	0.0%	0.0%	8.0%	6.8%	42.6%	0.0%	0.0%	0.0%
39	4.14	0.24	1.11	5.49	24.6%	0.0%	0.0%	75.4%	0.0%	0.0%	0.0%	0.0%	0.0%
40	4.86	0.36	1.66	6.88	29.4%	0.0%	0.0%	70.6%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	12985.99	875.66	4002.95	17864.60	27.3%	17.3%	0.0%	41.5%	6.9%	7.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
CAT ACTIVITY SHEET SUMMARY 1: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	15	0	2400	0	165	0	0	0	2580	0.0%	0.0%	3.7%	0.0%	3.2%	0.0%	0.0%	0.0%
2	1675	0	545	45	525	0	0	0	2790	3.0%	0.0%	0.8%	0.1%	10.3%	0.0%	0.0%	0.0%
3	1475	0	1195	0	335	0	0	0	3005	2.7%	0.0%	1.8%	0.0%	6.6%	0.0%	0.0%	0.0%
4	278	0	440	0	110	0	0	0	828	0.5%	0.0%	0.7%	0.0%	2.2%	0.0%	0.0%	0.0%
5	0	0	25	0	0	0	0	0	25	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	-NE-																
7	60	0	2740	1715	0	0	0	0	4515	0.1%	0.0%	4.2%	4.1%	0.0%	0.0%	0.0%	0.0%
8	13540	0	1510	0	0	0	0	0	15050	24.4%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
9	1613	0	60	0	0	0	0	0	1673	2.9%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
10	10	0	0	0	0	0	0	0	10	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	7324	0	22855	2805	0	0	0	0	32984	13.2%	0.0%	34.9%	6.6%	0.0%	0.0%	0.0%	0.0%
12	2250	0	620	0	0	0	0	0	2870	4.1%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
13	15	0	3760	4130	0	0	0	0	7905	0.0%	0.0%	5.7%	9.8%	0.0%	0.0%	0.0%	0.0%
14	2716	0	670	1740	0	0	0	0	5126	4.9%	0.0%	1.0%	4.1%	0.0%	0.0%	0.0%	0.0%
15	0	0	150	3245	0	0	0	0	3395	0.0%	0.0%	0.2%	7.7%	0.0%	0.0%	0.0%	0.0%
16	10	0	2930	6482	0	0	0	0	9422	0.0%	0.0%	4.5%	15.3%	0.0%	0.0%	0.0%	0.0%
17	2158	0	1560	0	0	0	0	0	3718	3.9%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	0	2256	0	0	0	0	2256	0.0%	0.0%	0.0%	5.3%	0.0%	0.0%	0.0%	0.0%
19	0	0	30	7576	3723	0	0	0	11329	0.0%	0.0%	0.0%	17.9%	73.3%	0.0%	0.0%	0.0%
20	1080	0	5900	4313	0	0	0	0	11293	1.9%	0.0%	9.0%	10.2%	0.0%	0.0%	0.0%	0.0%
21	290	0	380	380	50	0	0	0	1100	0.5%	0.0%	0.6%	0.9%	1.0%	0.0%	0.0%	0.0%
22	19877	0	12940	6460	128	0	0	0	39405	35.9%	0.0%	19.7%	15.3%	2.5%	0.0%	0.0%	0.0%
23	1035	0	1060	235	45	0	0	0	2375	1.9%	0.0%	1.6%	0.6%	0.9%	0.0%	0.0%	0.0%
24	0	0	235	580	0	0	0	0	815	0.0%	0.0%	0.4%	1.4%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO. 2
CAT. ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	1945	0	0	0	0	0	1945	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	1370	0	0	0	0	0	1370	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%
27	0	0	100	0	0	0	0	0	100	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
28	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
29	0	0	60	0	0	0	0	0	60	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
30	0	0	40	0	0	0	0	0	40	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
31	0	0	0	240	0	0	0	0	240	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	10	0	0	0	0	10	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
33	0	0	0	20	0	0	0	0	20	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
34	0	0	0	90	0	0	0	0	90	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
35	0	0	0	20	0	0	0	0	20	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	55421	0	65525	42342	5081	0	0	0	168369	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	2580	0.6%	0.0%	93.0%	0.0%	6.4%	0.0%	0.0%	0.0%	-NE-		
2	2790	60.0%	0.0%	19.5%	1.6%	18.8%	0.0%	0.0%	0.0%	529	5.27	0
3	3005	49.1%	0.0%	39.8%	0.0%	11.1%	0.0%	0.0%	0.0%	647	4.33	1
4	828	33.6%	0.0%	53.1%	0.0%	13.3%	0.0%	0.0%	0.0%	91	8.99	1
5	25	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
6	-NE-											
7	4515	1.3%	0.0%	60.7%	38.0%	0.0%	0.0%	0.0%	0.0%	388	11.64	0
8	15050	90.0%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	580	25.95	0
9	1673	96.4%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	83	20.16	0
10	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	10.00	0
11	32984	22.2%	0.0%	69.3%	8.5%	0.0%	0.0%	0.0%	0.0%	3234	10.15	1
12	2870	78.4%	0.0%	21.6%	0.0%	0.0%	0.0%	0.0%	0.0%	601	4.63	1
13	7905	0.2%	0.0%	47.6%	52.2%	0.0%	0.0%	0.0%	0.0%	5342	1.45	1
14	5126	53.0%	0.0%	13.1%	33.9%	0.0%	0.0%	0.0%	0.0%	2399	1.37	1
15	3395	0.0%	0.0%	4.4%	95.6%	0.0%	0.0%	0.0%	0.0%	42825	0.08	0
16	9422	0.1%	0.0%	31.1%	68.8%	0.0%	0.0%	0.0%	0.0%	24795	0.32	1
17	3718	58.0%	0.0%	42.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	2256	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2354	0.96	0
19	11329	0.0%	0.0%	0.3%	66.9%	32.9%	0.0%	0.0%	0.0%	16041	0.70	1
20	11293	9.6%	0.0%	52.2%	38.2%	0.0%	0.0%	0.0%	0.0%	1144	7.76	1
21	1100	26.4%	0.0%	34.5%	34.5%	4.5%	0.0%	0.0%	0.0%	53	4.06	1
22	39405	50.4%	0.0%	32.8%	16.4%	0.3%	0.0%	0.0%	0.0%	509	1.85	1
23	2375	43.6%	0.0%	44.6%	9.9%	1.9%	0.0%	0.0%	0.0%	7	4.29	1
24	815	0.0%	0.0%	28.8%	71.2%	0.0%	0.0%	0.0%	0.0%	273	1.96	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	1945	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20	57.00	1
26	1370	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	313	4.28	1
27	100	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
28	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	60	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	40	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	240	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
33	20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	25	0.80	0
34	90	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	170	0.53	0
35	20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	168369	32.9%	0.0%	38.9%	25.1%	3.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST, \$	ADMIN.# TASK COST, \$	VOL- UME	DIRECT UNIT COST, \$	ADMIN.# UNIT COST, \$	TOTAL UNIT COST, \$	INC
	A	B	C	D	E	F	G	H							
1	1.73	0.0	158.53	0.0	6.35	0.0	0.0	0.0	166.61	13.61	-NE-				
2	257.89	0.0	41.68	2.23	20.21	0.0	0.0	0.0	322.01	14.72	529	0.61	0.03	0.64	0
3	224.86	0.0	87.24	0.0	12.90	0.0	0.0	0.0	325.00	15.86	647	0.47	0.02	0.50	1
4	40.64	0.0	36.63	0.0	4.23	0.0	0.0	0.0	81.51	4.37	91	0.89	0.05	0.94	1
5	0.0	0.0	2.10	0.0	0.0	0.0	0.0	0.0	2.10	0.13	-NE-				
6	-NE-														
7	8.11	0.0	172.24	97.72	0.0	0.0	0.0	0.0	278.07	23.82	388	0.72	0.06	0.78	0
8	1684.21	0.0	83.93	0.0	0.0	0.0	0.0	0.0	1768.14	79.42	580	3.05	0.14	3.19	0
9	196.19	0.0	5.56	0.0	0.0	0.0	0.0	0.0	201.75	8.83	83	2.43	0.11	2.54	0
10	1.13	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.13	0.05	1	1.13	0.05	1.18	0
11	919.21	0.0	1478.43	159.83	0.0	0.0	0.0	0.0	2557.47	174.05	3234	0.79	0.05	0.84	1
12	284.71	0.0	33.80	0.0	0.0	0.0	0.0	0.0	318.51	15.14	601	0.51	0.02	0.54	1
13	1.82	0.0	210.54	208.69	0.0	0.0	0.0	0.0	421.05	41.71	5342	0.08	0.01	0.08	1
14	343.46	0.0	36.87	95.74	0.0	0.0	0.0	0.0	476.06	27.05	2399	0.16	0.01	0.16	1
15	0.0	0.0	8.25	161.86	0.0	0.0	0.0	0.0	170.11	17.91	42825	0.00	0.00	0.00	0
16	1.21	0.0	175.82	324.20	0.0	0.0	0.0	0.0	501.23	49.72	24795	0.02	0.00	0.02	1
17	249.76	0.0	85.84	0.0	0.0	0.0	0.0	0.0	335.60	19.62	-NE-				
18	0.0	0.0	0.0	106.60	0.0	0.0	0.0	0.0	106.60	11.90	2354	0.05	0.01	0.05	0
19	0.0	0.0	1.65	359.11	143.34	0.0	0.0	0.0	504.10	59.78	16041	0.03	0.00	0.04	1
20	146.00	0.0	355.02	219.59	0.0	0.0	0.0	0.0	720.61	59.59	1144	0.51	0.04	0.55	1
21	41.71	0.0	20.91	18.64	1.92	0.0	0.0	0.0	83.19	5.80	53	0.20	0.02	0.22	1
22	2452.07	0.0	834.45	335.68	4.93	0.0	0.0	0.0	3827.14	207.93	509	0.10	0.01	0.11	1
23	136.79	0.0	66.83	11.79	1.73	0.0	0.0	0.0	217.14	12.53	7	0.24	0.02	0.26	1
24	0.0	0.0	21.77	29.26	0.0	0.0	0.0	0.0	51.02	4.30	273	0.13	0.01	0.14	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	129.77	0.0	0.0	0.0	0.0	0.0	129.77	10.26	20	4.27	0.30	4.57	1
26	0.0	0.0	76.79	0.0	0.0	0.0	0.0	0.0	76.79	7.23	313	0.24	0.02	0.26	1
27	0.0	0.0	5.24	0.0	0.0	0.0	0.0	0.0	5.24	0.53	-NE-				
28	0.0	0.0	0.26	0.0	0.0	0.0	0.0	0.0	0.26	0.03	-NE-				
29	0.0	0.0	3.14	0.0	0.0	0.0	0.0	0.0	3.14	0.32	-NE-				
30	0.0	0.0	2.20	0.0	0.0	0.0	0.0	0.0	2.20	0.21	-NE-				
31	0.0	0.0	0.0	13.50	0.0	0.0	0.0	0.0	13.50	1.27	-NE-				
32	0.0	0.0	0.0	0.50	0.0	0.0	0.0	0.0	0.50	0.05	-NE-				
33	0.0	0.0	0.0	0.99	0.0	0.0	0.0	0.0	0.99	0.11	25	0.04	0.00	0.04	0
34	0.0	0.0	0.0	4.25	0.0	0.0	0.0	0.0	4.25	0.47	170	0.03	0.00	0.03	0
35	0.0	0.0	0.0	1.03	0.0	0.0	0.0	0.0	1.03	0.11	-NE-				
TOTAL		7191.49	0.0	4135.48	2151.23	195.62	0.0	0.0	0.0	13673.80	888.44				

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	166.61	13.61	80.72	260.95	36.2%	0.7%	0.0%	60.8%	0.0%	2.4%	0.0%	0.0%	0.0%
2	322.01	14.72	87.29	424.02	24.1%	60.8%	0.0%	9.8%	0.5%	4.8%	0.0%	0.0%	0.0%
3	325.00	15.86	94.02	434.88	25.3%	51.7%	0.0%	20.1%	0.0%	3.0%	0.0%	0.0%	0.0%
4	81.51	4.37	25.91	111.79	27.1%	36.4%	0.0%	32.8%	0.0%	3.8%	0.0%	0.0%	0.0%
5	2.10	0.13	0.78	3.02	30.3%	0.0%	0.0%	69.7%	0.0%	0.0%	0.0%	0.0%	0.0%
6	-NE-												
7	278.07	23.82	141.27	443.16	37.3%	1.8%	0.0%	38.9%	22.1%	0.0%	0.0%	0.0%	0.0%
8	1768.14	79.42	470.89	2318.44	23.7%	72.6%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%
9	201.75	8.83	52.35	262.92	23.3%	74.6%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%
10	1.13	0.05	0.31	1.50	24.4%	75.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	2557.47	174.05	1032.01	3763.53	32.0%	24.4%	0.0%	39.3%	4.2%	0.0%	0.0%	0.0%	0.0%
12	318.51	15.14	89.80	423.45	24.8%	67.2%	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	421.05	41.71	247.33	710.10	40.7%	0.3%	0.0%	29.6%	29.4%	0.0%	0.0%	0.0%	0.0%
14	476.06	27.05	160.38	663.50	28.2%	51.8%	0.0%	5.6%	14.4%	0.0%	0.0%	0.0%	0.0%
15	170.11	17.91	106.22	294.25	42.2%	0.0%	0.0%	2.8%	55.0%	0.0%	0.0%	0.0%	0.0%
16	501.23	49.72	294.80	845.75	40.7%	0.1%	0.0%	20.8%	38.3%	0.0%	0.0%	0.0%	0.0%
17	335.60	19.62	116.33	471.55	28.8%	53.0%	0.0%	18.2%	0.0%	0.0%	0.0%	0.0%	0.0%
18	106.60	11.90	70.59	189.09	43.6%	0.0%	0.0%	0.0%	56.4%	0.0%	0.0%	0.0%	0.0%
19	504.10	59.78	354.47	918.34	45.1%	0.0%	0.0%	0.2%	39.1%	15.6%	0.0%	0.0%	0.0%
20	720.61	59.59	353.34	1133.54	36.4%	12.9%	0.0%	31.3%	19.4%	0.0%	0.0%	0.0%	0.0%
21	83.19	5.80	34.42	123.41	32.6%	33.8%	0.0%	16.9%	15.1%	1.6%	0.0%	0.0%	0.0%
22##	3827.14	207.93	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	217.14	12.53	74.31	303.99	28.6%	45.0%	0.0%	22.0%	3.9%	0.6%	0.0%	0.0%	0.0%
24	51.02	4.30	25.50	80.82	36.9%	0.0%	0.0%	26.9%	36.2%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK; F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	129.77	10.26	60.86	200.89	35.4%	0.0%	0.0%	64.6%	0.0%	0.0%	0.0%	0.0%	0.0%
26	76.79	7.23	42.87	126.89	39.5%	0.0%	0.0%	60.5%	0.0%	0.0%	0.0%	0.0%	0.0%
27	5.24	0.53	3.13	8.90	41.1%	0.0%	0.0%	58.9%	0.0%	0.0%	0.0%	0.0%	0.0%
28	0.26	0.03	0.16	0.44	41.1%	0.0%	0.0%	58.9%	0.0%	0.0%	0.0%	0.0%	0.0%
29	3.14	0.32	1.88	5.34	41.1%	0.0%	0.0%	58.9%	0.0%	0.0%	0.0%	0.0%	0.0%
30	2.20	0.21	1.25	3.66	39.9%	0.0%	0.0%	60.1%	0.0%	0.0%	0.0%	0.0%	0.0%
31	13.50	1.27	7.51	22.27	39.4%	0.0%	0.0%	0.0%	60.6%	0.0%	0.0%	0.0%	0.0%
32	0.50	0.05	0.31	0.86	42.4%	0.0%	0.0%	0.0%	57.6%	0.0%	0.0%	0.0%	0.0%
33	0.99	0.11	0.63	1.72	42.4%	0.0%	0.0%	0.0%	57.6%	0.0%	0.0%	0.0%	0.0%
34	4.25	0.47	2.82	7.54	43.6%	0.0%	0.0%	0.0%	56.4%	0.0%	0.0%	0.0%	0.0%
35	1.03	0.11	0.63	1.76	41.6%	0.0%	0.0%	0.0%	58.4%	0.0%	0.0%	0.0%	0.0%
TOTAL	9846.66	680.51	4035.07	14562.24	32.4%	31.2%	0.0%	22.7%	12.5%	1.3%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	H	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	75	0	0	0	0	0	0	75	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	-NE-																
4	-NE-																
5	-NE-																
6	0	30	0	0	0	0	0	0	30	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	-NE-																
9	0	15	0	0	0	0	0	0	15	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	-NE-																
12	945	0	0	0	0	0	0	0	945	18.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	0	750	0	0	0	0	0	0	750	0.0%	28.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	0	255	0	0	0	0	0	0	255	0.0%	9.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	0	480	0	0	0	0	0	0	480	0.0%	18.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17	-NE-																
18	-NE-																
19	0	240	0	0	0	0	0	0	240	0.0%	9.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20	-NE-																
21	0	670	0	0	0	0	0	0	670	0.0%	25.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
22	4185	105	0	0	0	0	0	0	4290	80.6%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
23	60	0	0	0	0	0	0	0	60	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	5190	2620	0	0	0	0	0	0	7810	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 401

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT	
		A	B	C	D	E	F	G	H		TIME, MIN	INC
1	75	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	-NE-											
3	-NE-											
4	-NE-											
5	-NE-											
6	30	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
7	-NE-											
8	-NE-											
9	15	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
10	-NE-											
11	-NE-											
12	945	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	326	2.90	0
13	-NE-											
14	750	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
15	255	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
16	480	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
17	-NE-											
18	-NE-											
19	240	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
20	-NE-											
21	670	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
22	4290	97.6%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
23	60	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	7810	66.5%	33.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO. 401

CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	5.15	0.0	0.0	0.0	0.0	0.0	0.0	5.15	0.0	-NE-				
2		-NE-													
3		-NE-													
4		-NE-													
5		-NE-													
6	0.0	2.06	0.0	0.0	0.0	0.0	0.0	0.0	2.06	0.0	-NE-				
7		-NE-													
8		-NE-													
9	0.0	1.03	0.0	0.0	0.0	0.0	0.0	0.0	1.03	0.0	-NE-				
10		-NE-													
11		-NE-													
12	200.36	0.0	0.0	0.0	0.0	0.0	0.0	0.0	200.36	0.0	326	0.61	0.0	0.61	0
13		-NE-													
14	0.0	51.52	0.0	0.0	0.0	0.0	0.0	0.0	51.52	0.0	-NE-				
15	0.0	17.52	0.0	0.0	0.0	0.0	0.0	0.0	17.52	0.0	-NE-				
16	0.0	25.63	0.0	0.0	0.0	0.0	0.0	0.0	25.63	0.0	-NE-				
17		-NE-													
18		-NE-													
19	0.0	16.49	0.0	0.0	0.0	0.0	0.0	0.0	16.49	0.0	-NE-				
20		-NE-													
21	0.0	46.03	0.0	0.0	0.0	0.0	0.0	0.0	46.03	0.0	-NE-				
22	887.30	7.21	0.0	0.0	0.0	0.0	0.0	0.0	894.52	0.0	-NE-				
23	12.72	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.72	0.0	-NE-				
TOTAL	1100.38	172.64	0.0	0.0	0.0	0.0	0.0	0.0	1273.02	0.0					

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	5.15	0.0	19.06	24.21	78.7%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	-NE-												
4	-NE-												
5	-NE-												
6	2.06	0.0	7.62	9.68	78.7%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	-NE-												
9	1.03	0.0	3.81	4.84	78.7%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	-NE-												
12	200.36	0.0	240.15	440.51	54.5%	45.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	51.52	0.0	190.59	242.11	78.7%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	17.52	0.0	64.80	82.32	78.7%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	25.63	0.0	121.98	147.61	82.6%	0.0%	17.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17	-NE-												
18	-NE-												
19	16.49	0.0	60.99	77.48	78.7%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20	-NE-												
21	46.03	0.0	170.26	216.29	78.7%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
22**	894.52	0.0	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	12.72	0.0	15.25	27.97	54.5%	45.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	378.51	0.0	894.52	1273.02	70.3%	16.7%	13.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403

CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	50	0	0	0	0	0	50	0.0%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%
2	20	0	30	0	0	0	0	0	50	0.4%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%
3	0	0	0	40	0	0	0	0	40	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
4	0	0	0	20	0	0	0	0	20	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
5	-NE-																
6	0	0	120	0	0	0	0	0	120	0.0%	0.0%	11.5%	0.0%	0.0%	0.0%	0.0%	0.0%
7	0	0	30	0	0	0	120	0	150	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	2.0%	0.0%
8	2380	0	30	0	0	0	100	0	2510	47.1%	0.0%	2.9%	0.0%	0.0%	0.0%	1.6%	0.0%
9	675	0	10	0	0	0	0	0	685	13.4%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	0	0	120	0	0	0	0	0	120	0.0%	0.0%	11.5%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-																
12	20	0	60	0	0	0	0	0	80	0.4%	0.0%	5.8%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	20	1580	0	0	0	0	1600	0.0%	0.0%	1.9%	26.0%	0.0%	0.0%	0.0%	0.0%
14	0	0	0	325	0	0	140	0	465	0.0%	0.0%	0.0%	5.4%	0.0%	0.0%	2.3%	0.0%
15	0	0	0	22	390	0	0	0	412	0.0%	0.0%	0.0%	0.4%	34.2%	0.0%	0.0%	0.0%
16	780	0	0	705	0	0	0	0	1485	15.4%	0.0%	0.0%	11.6%	0.0%	0.0%	0.0%	0.0%
17	90	0	0	0	0	0	0	0	90	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
19	0	0	180	2815	0	0	0	0	2995	0.0%	0.0%	17.3%	46.4%	0.0%	0.0%	0.0%	0.0%
20	0	0	30	240	740	0	0	0	1010	0.0%	0.0%	2.9%	4.0%	64.9%	0.0%	0.0%	0.0%
21	0	0	120	120	10	0	0	0	250	0.0%	0.0%	11.5%	2.0%	0.9%	0.0%	0.0%	0.0%
22	960	0	240	100	0	0	2974	0	4274	19.0%	0.0%	23.1%	1.6%	0.0%	0.0%	48.8%	0.0%
23	125	0	0	95	0	0	70	0	290	2.5%	0.0%	0.0%	1.6%	0.0%	0.0%	1.1%	0.0%
24	-NE-																

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
F. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

LIBRARY NO 403
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	-NE-																
26	0	0	0	0	0	0	643	0	643	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.6%	0.0%
27	0	0	0	0	0	0	13	0	13	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
28	0	0	0	0	0	0	5	0	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%
29	0	0	0	0	0	0	522	0	522	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.6%	0.0%
30	0	0	0	0	0	0	1483	0	1483	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	24.4%	0.0%
31	0	0	0	0	0	0	10	0	10	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
32	0	0	0	0	0	0	10	0	10	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
TOTAL	5050	0	1040	6067	1140	0	6090	0	19387	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	100.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	50	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	50	40.0%	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5	4.00	1
3	40	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	30	1.33	0
4	20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
5	-NE-											
6	120	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
7	150	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	80.0%	0.0%	-NE-		
8	2510	94.8%	0.0%	1.2%	0.0%	0.0%	0.0%	4.0%	0.0%	205	11.61	1
9	685	98.5%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	83	7.95	1
10	120	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
11	-NE-											
12	80	25.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%	62	0.32	1
13	1600	0.0%	0.0%	1.3%	98.8%	0.0%	0.0%	0.0%	0.0%	732	2.16	1
14	465	0.0%	0.0%	0.0%	59.9%	0.0%	0.0%	30.1%	0.0%	212	1.65	1
15	412	0.0%	0.0%	0.0%	5.3%	94.7%	0.0%	0.0%	0.0%	458	0.90	0
16	1485	52.5%	0.0%	0.0%	47.5%	0.0%	0.0%	0.0%	0.0%	820	0.86	1
17	90	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2	2.50	0
19	2995	0.0%	0.0%	6.0%	94.0%	0.0%	0.0%	0.0%	0.0%	1505	1.87	1
20	1010	0.0%	0.0%	3.0%	23.8%	73.3%	0.0%	0.0%	0.0%	1454	0.67	1
21	250	0.0%	0.0%	48.0%	48.0%	4.0%	0.0%	0.0%	0.0%	-NE-		
22	4274	22.5%	0.0%	5.6%	2.3%	0.0%	0.0%	69.6%	0.0%	-NE-		
23	290	43.1%	0.0%	0.0%	32.8%	0.0%	0.0%	24.1%	0.0%	-NE-		
24	-NE-											

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; E, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	-NE-											
26	643	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	575	1.12	0
27	13	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	30	0.43	0
28	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	30	0.17	0
29	522	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	-NE-		
30	1483	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	-NE-		
31	10	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	-NE-		
32	10	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	-NE-		
TOTAL	19387	26.0%	0.0%	5.4%	31.3%	5.9%	0.0%	31.4%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	4.62	0.0	0.0	0.0	0.0	0.0	4.62	0.55	-NE-				
2	3.64	0.0	2.77	0.0	0.0	0.0	0.0	0.0	6.42	0.55	5	0.73	0.04	0.77	1
3	0.0	0.0	0.0	2.25	0.0	0.0	0.0	0.0	2.25	0.44	30	0.07	0.01	0.09	0
4	0.0	0.0	0.0	1.20	0.0	0.0	0.0	0.0	1.20	0.22	-NE-				
5	-NE-														
6	0.0	0.0	11.10	0.0	0.0	0.0	0.0	0.0	11.10	1.33	-NE-				
7	0.0	0.0	2.77	0.0	0.0	0.0	10.56	0.0	13.33	1.66	-NE-				
8	433.21	0.0	2.77	0.0	0.0	0.0	8.80	0.0	444.78	27.85	205	2.11	0.13	2.24	1
9	122.86	0.0	0.92	0.0	0.0	0.0	0.0	0.0	123.79	7.60	83	1.45	0.09	1.54	1
10	0.0	0.0	11.10	0.0	0.0	0.0	0.0	0.0	11.10	1.33	-NE-				
11	-NE-														
12	3.82	0.0	5.55	0.0	0.0	0.0	0.0	0.0	9.37	0.89	62	0.06	0.00	0.07	1
13	0.0	0.0	1.85	94.82	0.0	0.0	0.0	0.0	96.67	17.75	732	0.13	0.02	0.15	1
14	0.0	0.0	0.0	19.13	0.0	0.0	12.32	0.0	31.44	5.16	212	0.10	0.02	0.12	1
15	0.0	0.0	0.0	1.24	15.27	0.0	0.0	0.0	16.51	4.57	458	0.04	0.01	0.05	0
16	149.00	0.0	0.0	39.92	0.0	0.0	0.0	0.0	188.93	16.48	820	0.05	0.01	0.06	1
17	16.38	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.38	1.00	-NE-				
18	0.0	0.0	0.0	0.30	0.0	0.0	0.0	0.0	0.30	0.06	2	0.15	0.03	0.18	0
19	0.0	0.0	16.65	164.96	0.0	0.0	0.0	0.0	181.61	33.23	1505	0.11	0.02	0.13	1
20	0.0	0.0	2.77	14.40	28.98	0.0	0.0	0.0	46.16	11.21	1454	0.03	0.01	0.04	1
21	0.0	0.0	11.10	6.75	0.39	0.0	0.0	0.0	18.24	2.77	-NE-				
22	176.99	0.0	22.20	5.62	0.0	0.0	261.63	0.0	466.44	47.42	-NE-				
23	22.84	0.0	0.0	5.34	0.0	0.0	6.16	0.0	34.34	3.22	-NE-				
24	-NE-														

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403

CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	-NE-														
26	0.0	0.0	0.0	0.0	0.0	0.0	56.57	0.0	56.57	7.13	575	0.10	0.01	0.11	0
27	0.0	0.0	0.0	0.0	0.0	0.0	1.14	0.0	1.14	0.14	30	0.04	0.00	0.04	0
28	0.0	0.0	0.0	0.0	0.0	0.0	0.44	0.0	0.44	0.06	30	0.01	0.00	0.02	0
29	0.0	0.0	0.0	0.0	0.0	0.0	45.92	0.0	45.92	5.79	-NE-				
30	0.0	0.0	0.0	0.0	0.0	0.0	130.46	0.0	130.46	16.45	-NE-				
31	0.0	0.0	0.0	0.0	0.0	0.0	0.88	0.0	0.88	0.11	-NE-				
32	0.0	0.0	0.0	0.0	0.0	0.0	0.88	0.0	0.88	0.11	-NE-				
TOTAL	928.75	0.0	96.19	355.92	44.65	0.0	535.75	0.0	1961.27	215.09					

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
F. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403

CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	4.62	0.55	1.70	6.88	32.8%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%	0.0%
2	6.42	0.55	1.70	8.67	26.0%	42.0%	0.0%	32.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	2.25	0.44	1.36	4.05	44.5%	0.0%	0.0%	0.0%	55.5%	0.0%	0.0%	0.0%	0.0%
4	1.20	0.22	0.68	2.10	42.9%	0.0%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%
5	-NE-												
6	11.10	1.33	4.08	16.51	32.8%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%	0.0%
7	13.33	1.66	5.10	20.10	33.7%	0.0%	0.0%	13.8%	0.0%	0.0%	0.0%	52.5%	0.0%
8	444.78	27.85	85.34	557.97	20.3%	77.6%	0.0%	0.5%	0.0%	0.0%	0.0%	1.6%	0.0%
9	123.79	7.60	23.29	154.68	20.0%	79.4%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
10	11.10	1.33	4.08	16.51	32.8%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-												
12	9.37	0.89	2.72	12.98	27.8%	29.4%	0.0%	42.8%	0.0%	0.0%	0.0%	0.0%	0.0%
13	96.67	17.75	54.40	168.82	42.7%	0.0%	0.0%	1.1%	56.2%	0.0%	0.0%	0.0%	0.0%
14	31.44	5.16	15.81	52.41	40.0%	0.0%	0.0%	0.0%	36.5%	0.0%	0.0%	23.5%	0.0%
15	16.51	4.57	14.01	35.09	52.9%	0.0%	0.0%	0.0%	3.5%	43.5%	0.0%	0.0%	0.0%
16	188.93	16.48	50.49	255.89	26.2%	58.2%	0.0%	0.0%	15.6%	0.0%	0.0%	0.0%	0.0%
17	16.38	1.00	3.06	20.44	19.9%	80.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0.30	0.06	0.17	0.53	42.9%	0.0%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%
19	181.61	33.23	101.83	316.67	42.7%	0.0%	0.0%	5.3%	52.1%	0.0%	0.0%	0.0%	0.0%
20	46.16	11.21	34.34	91.71	49.7%	0.0%	0.0%	3.0%	15.7%	31.6%	0.0%	0.0%	0.0%
21	18.24	2.77	8.50	29.51	38.2%	0.0%	0.0%	37.6%	22.9%	1.3%	0.0%	0.0%	0.0%
22##	466.44	47.42	##	ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS									
23	34.34	3.22	9.86	47.42	27.6%	48.2%	0.0%	0.0%	11.3%	0.0%	0.0%	13.0%	0.0%
24	-NE-												

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403

CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST.\$	TOTAL TASK COST.\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	-NE-												
26	56.57	7.13	21.86	85.56	33.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.1%	0.0%
27	1.14	0.14	0.44	1.73	33.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.1%	0.0%
28	0.44	0.06	0.17	0.67	33.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.1%	0.0%
29	45.92	5.79	17.75	69.46	33.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.1%	0.0%
30	130.46	16.45	50.42	197.34	33.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.1%	0.0%
31	0.88	0.11	0.34	1.33	33.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.1%	0.0%
32	0.88	0.11	0.34	1.33	33.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.1%	0.0%
TOTAL	1494.83	167.67	513.86	2176.36	31.3%	34.5%	0.0%	3.4%	16.1%	2.1%	0.0%	12.6%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	710	0	1900	7800	0	0	0	0	10410	1.9%	0.0%	28.5%	6.8%	0.0%	0.0%	0.0%	0.0%
2	910	0	0	1010	0	0	0	0	1920	2.4%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
3	410	0	0	1515	0	0	0	0	1925	1.1%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
4	0	0	0	35	0	0	0	0	35	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	395	0	0	1010	0	0	0	0	1405	1.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
6	0	0	0	2610	0	0	0	0	2610	0.0%	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%
7	105	0	0	12069	0	0	1045	0	13219	0.3%	0.0%	0.0%	10.5%	0.0%	0.0%	6.6%	0.0%
8	6434	0	0	0	0	0	0	0	6434	16.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	12198	0	0	0	0	0	0	0	12198	32.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	605	0	0	0	0	0	0	0	605	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-																
12	460	0	0	0	0	0	0	0	460	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	884	0	0	14797	0	0	3860	0	19541	2.3%	0.0%	0.0%	12.8%	0.0%	0.0%	24.3%	0.0%
14	135	0	0	2890	0	0	0	0	3025	0.4%	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%
15	0	0	0	3030	0	0	0	0	3030	0.0%	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%
16	2568	0	0	3786	0	0	1256	0	7610	6.8%	0.0%	0.0%	3.3%	0.0%	0.0%	7.9%	0.0%
17	1465	0	0	30	0	0	0	0	1495	3.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	1920	14269	0	0	0	0	16189	0.0%	0.0%	28.8%	12.4%	0.0%	0.0%	0.0%	0.0%
19	0	0	690	14680	0	0	0	0	15370	0.0%	0.0%	10.4%	12.7%	0.0%	0.0%	0.0%	0.0%
20	190	0	0	4230	0	0	8406	0	12826	0.5%	0.0%	0.0%	3.7%	0.0%	0.0%	52.8%	0.0%
21	475	0	30	5785	0	0	0	0	6290	1.2%	0.0%	0.5%	5.0%	0.0%	0.0%	0.0%	0.0%
22	9358	0	1910	13694	0	0	1035	0	25997	24.6%	0.0%	28.7%	11.9%	0.0%	0.0%	6.5%	0.0%
23	680	0	90	1864	0	0	261	0	2895	1.8%	0.0%	1.4%	1.6%	0.0%	0.0%	1.6%	0.0%
24	0	0	0	5140	0	0	0	0	5140	0.0%	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY.*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	150	0	0	0	0	150	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
26	0	0	0	245	0	0	0	0	245	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
27	0	0	120	0	0	0	0	0	120	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%
28	0	0	0	15	0	0	0	0	15	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
29	0	0	0	75	0	0	0	0	75	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
30	55	0	0	2375	0	0	0	0	2430	0.1%	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%
31	0	0	0	80	0	0	0	0	80	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	75	0	0	0	0	75	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
33	0	0	0	245	0	0	0	0	245	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
34	0	0	0	1745	0	0	45	0	1790	0.0%	0.0%	0.0%	1.5%	0.0%	0.0%	0.3%	0.0%
35	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	38037	0	6660	115279	0	0	15908	0	175884	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	100.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	10410	6.8%	0.0%	18.3%	74.9%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	1920	47.4%	0.0%	0.0%	52.6%	0.0%	0.0%	0.0%	0.0%	1204	1.59	0
3	1925	21.3%	0.0%	0.0%	78.7%	0.0%	0.0%	0.0%	0.0%	1144	1.68	0
4	35	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	22	1.59	0
5	1405	28.1%	0.0%	0.0%	71.9%	0.0%	0.0%	0.0%	0.0%	-NE-		
6	2610	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2907	0.82	1
7	13219	0.8%	0.0%	0.0%	91.3%	0.0%	0.0%	7.9%	0.0%	5724	2.31	0
8	6434	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	283	22.73	0
9	12198	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	968	12.60	0
10	605	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	74	8.18	0
11	-NE-											
12	460	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	28	16.43	0
13	19541	4.5%	0.0%	0.0%	75.7%	0.0%	0.0%	19.8%	0.0%	42919	0.46	0
14	3025	4.5%	0.0%	0.0%	95.5%	0.0%	0.0%	0.0%	0.0%	12711	0.24	0
15	3030	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	14931	0.20	0
16	7610	33.7%	0.0%	0.0%	49.8%	0.0%	0.0%	16.5%	0.0%	17095	0.45	0
17	1495	98.0%	0.0%	0.0%	2.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	16189	0.0%	0.0%	11.9%	88.1%	0.0%	0.0%	0.0%	0.0%	15390	0.97	1
19	15370	0.0%	0.0%	4.5%	95.5%	0.0%	0.0%	0.0%	0.0%	14071	0.85	1
20	12826	1.5%	0.0%	0.0%	33.0%	0.0%	0.0%	65.5%	0.0%	3024	1.53	1
21	6290	7.6%	0.0%	0.5%	92.0%	0.0%	0.0%	0.0%	0.0%	2992	1.53	1
22	25997	36.0%	0.0%	7.3%	52.7%	0.0%	0.0%	4.0%	0.0%	-NE-		
23	2895	23.5%	0.0%	3.1%	64.4%	0.0%	0.0%	9.0%	0.0%	15	8.07	1
24	5140	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1422	1.91	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	150	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
26	245	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	409	0.60	0
27	120	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
28	15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	24	0.63	0
29	75	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	53	1.42	0
30	2430	2.3%	0.0%	0.0%	97.7%	0.0%	0.0%	0.0%	0.0%	697	2.63	1
31	80	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
32	75	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
33	245	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	11	22.27	0
34	1790	0.0%	0.0%	0.0%	97.5%	0.0%	0.0%	2.5%	0.0%	924	0.32	1
35	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4	7.50	0
TOTAL	175884	21.6%	0.0%	3.8%	65.5%	0.0%	0.0%	9.0%	0.0%			

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	105.12	0.0	231.26	812.64	0.0	0.0	0.0	0.0	1149.03	52.31	-NE-				
2	134.63	0.0	0.0	114.45	0.0	0.0	0.0	0.0	249.08	9.65	1204	0.21	0.01	0.21	0
3	61.38	0.0	0.0	162.49	0.0	0.0	0.0	0.0	223.87	9.67	1144	0.20	0.01	0.20	0
4	0.0	0.0	0.0	3.88	0.0	0.0	0.0	0.0	3.88	0.18	22	0.18	0.01	0.18	0
5	58.28	0.0	0.0	124.68	0.0	0.0	0.0	0.0	182.97	7.06	-NE-				
6	0.0	0.0	0.0	291.18	0.0	0.0	0.0	0.0	291.18	13.12	2907	0.09	0.00	0.10	1
7	14.93	0.0	0.0	1445.21	0.0	0.0	59.74	0.0	1519.88	66.43	5724	0.27	0.01	0.28	0
8	921.54	0.0	0.0	0.0	0.0	0.0	0.0	0.0	921.54	32.33	283	3.26	0.11	3.37	0
9	1835.32	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1835.32	61.30	968	1.90	0.06	1.96	0
10	89.26	0.0	0.0	0.0	0.0	0.0	0.0	0.0	89.26	3.04	74	1.21	0.04	1.25	0
11	-NE-														
12	69.85	0.0	0.0	0.0	0.0	0.0	0.0	0.0	69.85	2.31	28	2.49	0.08	2.58	0
13	133.75	0.0	0.0	1662.43	0.0	0.0	220.66	0.0	2016.84	98.20	42919	0.05	0.00	0.05	0
14	18.58	0.0	0.0	370.65	0.0	0.0	0.0	0.0	389.22	15.20	12711	0.03	0.00	0.03	0
15	0.0	0.0	0.0	336.49	0.0	0.0	0.0	0.0	336.49	15.23	14931	0.02	0.00	0.02	0
16	376.43	0.0	0.0	466.51	0.0	0.0	71.80	0.0	914.74	38.24	17095	0.05	0.00	0.06	0
17	221.54	0.0	0.0	3.32	0.0	0.0	0.0	0.0	224.86	7.51	-NE-				
18	0.0	0.0	233.70	1394.81	0.0	0.0	0.0	0.0	1628.51	81.36	15390	0.10	0.00	0.10	1
19	0.0	0.0	83.99	1415.73	0.0	0.0	0.0	0.0	1499.72	77.24	14071	0.08	0.00	0.09	1
20	28.70	0.0	0.0	538.79	0.0	0.0	480.54	0.0	1048.03	64.46	3024	0.10	0.01	0.11	1
21	74.52	0.0	3.65	611.38	0.0	0.0	0.0	0.0	689.55	31.61	2992	0.16	0.01	0.17	1
22	1464.64	0.0	232.48	1569.22	0.0	0.0	59.17	0.0	3325.51	130.64	-NE-				
23	102.22	0.0	10.95	215.61	0.0	0.0	14.92	0.0	343.70	14.55	15	0.46	0.04	0.50	1
24	0.0	0.0	0.0	475.68	0.0	0.0	0.0	0.0	475.68	25.83	1422	0.17	0.01	0.18	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	15.28	0.0	0.0	0.0	0.0	15.28	0.75	-NE-				
26	0.0	0.0	0.0	28.12	0.0	0.0	0.0	0.0	28.12	1.23	409	0.07	0.00	0.07	0
27	0.0	0.0	14.61	0.0	0.0	0.0	0.0	0.0	14.61	0.60	-NE-				
28	0.0	0.0	0.0	1.53	0.0	0.0	0.0	0.0	1.53	0.08	24	0.06	0.00	0.07	0
29	0.0	0.0	0.0	7.64	0.0	0.0	0.0	0.0	7.64	0.38	53	0.14	0.01	0.15	0
30	8.15	0.0	0.0	235.90	0.0	0.0	0.0	0.0	244.05	12.21	697	0.24	0.01	0.25	1
31	0.0	0.0	0.0	10.35	0.0	0.0	0.0	0.0	10.35	0.40	-NE-				
32	0.0	0.0	0.0	9.70	0.0	0.0	0.0	0.0	9.70	0.38	-NE-				
33	0.0	0.0	0.0	31.69	0.0	0.0	0.0	0.0	31.69	1.23	11	2.88	0.11	2.99	0
34	0.0	0.0	0.0	209.81	0.0	0.0	2.57	0.0	212.38	9.00	924	0.03	0.00	0.03	1
35	0.0	0.0	0.0	3.88	0.0	0.0	0.0	0.0	3.88	0.15	4	0.97	0.04	1.01	0
TOTAL	5718.81	0.0	810.64	12569.03	0.0	0.0	909.41	0.0	20007.87	883.88					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

820

821

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	1149.03	52.31	240.04	1441.38	20.3%	7.3%	0.0%	16.0%	56.4%	0.0%	0.0%	0.0%	0.0%
2	249.08	9.65	44.27	303.00	17.8%	44.4%	0.0%	0.0%	37.8%	0.0%	0.0%	0.0%	0.0%
3	223.87	9.67	44.39	277.93	19.5%	22.1%	0.0%	0.0%	58.5%	0.0%	0.0%	0.0%	0.0%
4	3.88	0.18	0.81	4.86	20.2%	0.0%	0.0%	0.0%	79.8%	0.0%	0.0%	0.0%	0.0%
5	182.97	7.06	32.40	222.42	17.7%	26.2%	0.0%	0.0%	56.1%	0.0%	0.0%	0.0%	0.0%
6	291.18	13.12	60.18	364.48	20.1%	0.0%	0.0%	0.0%	79.9%	0.0%	0.0%	0.0%	0.0%
7	1519.88	66.43	304.81	1891.12	19.6%	0.8%	0.0%	0.0%	76.4%	0.0%	0.0%	3.2%	0.0%
8	921.54	32.33	148.36	1102.23	16.4%	83.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	1835.32	61.30	281.27	2177.89	15.7%	84.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	89.26	3.04	13.95	106.25	16.0%	84.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-												
12	69.85	2.31	10.61	82.77	15.6%	84.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	2016.84	98.20	450.58	2565.62	21.4%	5.2%	0.0%	0.0%	64.8%	0.0%	0.0%	8.6%	0.0%
14	389.22	15.20	69.75	474.18	17.9%	3.9%	0.0%	0.0%	78.2%	0.0%	0.0%	0.0%	0.0%
15	336.49	15.23	69.87	421.59	20.2%	0.0%	0.0%	0.0%	79.8%	0.0%	0.0%	0.0%	0.0%
16	914.74	38.24	175.47	1128.46	18.9%	33.4%	0.0%	0.0%	41.3%	0.0%	0.0%	6.4%	0.0%
17	224.86	7.51	34.47	266.85	15.7%	83.0%	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%
18	1628.51	81.36	373.29	2083.16	21.8%	0.0%	0.0%	11.2%	67.0%	0.0%	0.0%	0.0%	0.0%
19	1499.72	77.24	354.41	1931.37	22.3%	0.0%	0.0%	4.3%	73.3%	0.0%	0.0%	0.0%	0.0%
20	1048.03	64.46	295.75	1408.23	25.6%	2.0%	0.0%	0.0%	38.3%	0.0%	0.0%	34.1%	0.0%
21	689.55	31.61	145.04	866.19	20.4%	8.6%	0.0%	0.4%	70.6%	0.0%	0.0%	0.0%	0.0%
22##	3325.51	130.64	##	ADMINISTRATIVE TASKS. DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS									
23	343.70	14.55	66.75	425.00	19.1%	24.1%	0.0%	2.6%	50.7%	0.0%	0.0%	3.5%	0.0%
24	475.68	25.83	118.52	620.03	23.3%	0.0%	0.0%	0.0%	76.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	15.28	0.75	3.46	19.50	21.6%	0.0%	0.0%	0.0%	78.4%	0.0%	0.0%	0.0%	0.0%
26	28.12	1.23	5.65	35.00	19.7%	0.0%	0.0%	0.0%	80.3%	0.0%	0.0%	0.0%	0.0%
27	14.61	0.60	2.77	17.98	18.7%	0.0%	0.0%	81.3%	0.0%	0.0%	0.0%	0.0%	0.0%
28	1.53	0.08	0.35	1.95	21.6%	0.0%	0.0%	0.0%	78.4%	0.0%	0.0%	0.0%	0.0%
29	7.64	0.38	1.73	9.75	21.6%	0.0%	0.0%	0.0%	78.4%	0.0%	0.0%	0.0%	0.0%
30	244.05	12.21	56.03	312.29	21.9%	2.6%	0.0%	0.0%	75.5%	0.0%	0.0%	0.0%	0.0%
31	10.35	0.40	1.84	12.59	17.8%	0.0%	0.0%	0.0%	82.2%	0.0%	0.0%	0.0%	0.0%
32	9.70	0.38	1.73	11.81	17.8%	0.0%	0.0%	0.0%	82.2%	0.0%	0.0%	0.0%	0.0%
33	31.69	1.23	5.65	38.57	17.8%	0.0%	0.0%	0.0%	82.2%	0.0%	0.0%	0.0%	0.0%
34	212.38	9.00	41.27	262.65	19.1%	0.0%	0.0%	0.0%	79.9%	0.0%	0.0%	1.0%	0.0%
35	3.88	0.15	0.69	4.72	17.8%	0.0%	0.0%	0.0%	82.2%	0.0%	0.0%	0.0%	0.0%
TOTAL	16682.36	753.24	3456.15	20891.75	20.1%	20.4%	0.0%	2.8%	52.7%	0.0%	0.0%	4.1%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	415	0	0	0	0	415	0.0%	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%
2	0	0	0	670	0	0	0	0	670	0.0%	0.0%	0.0%	3.5%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	-NE-																
5	0	0	0	360	0	0	0	0	360	0.0%	0.0%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%
6	0	0	0	120	0	0	0	0	120	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
7	0	0	0	1225	0	0	0	0	1225	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%
8	955	0	0	0	0	0	0	0	955	13.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	0	0	0	1555	0	0	0	0	1555	0.0%	0.0%	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%
10	25	0	0	0	0	0	0	0	25	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-																
12	70	0	0	1005	0	0	0	0	1075	1.0%	0.0%	0.0%	5.2%	0.0%	0.0%	0.0%	0.0%
13	40	0	0	765	765	0	0	0	1570	0.6%	0.0%	0.0%	3.9%	40.2%	0.0%	0.0%	0.0%
14	100	0	0	195	0	0	0	0	295	1.4%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
15	0	0	0	1010	0	0	0	0	1010	0.0%	0.0%	0.0%	5.2%	0.0%	0.0%	0.0%	0.0%
16	248	0	0	1195	0	0	0	0	1443	3.4%	0.0%	0.0%	6.2%	0.0%	0.0%	0.0%	0.0%
17	-NE-																
18	0	0	0	65	0	0	0	0	65	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
19	0	0	0	4785	0	0	0	0	4785	0.0%	0.0%	0.0%	24.6%	0.0%	0.0%	0.0%	0.0%
20	30	0	0	0	0	0	0	0	30	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	1898	0	0	2935	755	0	0	0	5588	26.2%	0.0%	0.0%	15.1%	39.6%	0.0%	0.0%	0.0%
22	3742	0	0	2290	35	0	0	0	6067	51.6%	0.0%	0.0%	11.8%	1.8%	0.0%	0.0%	0.0%
23	138	0	0	415	80	0	0	0	633	1.9%	0.0%	0.0%	2.1%	4.2%	0.0%	0.0%	0.0%
24	0	0	0	180	0	0	299	0	479	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	28.5%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY.*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	0	0	0	750	0	750	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	71.5%	0.0%
26	0	0	0	95	0	0	0	0	95	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
27	0	0	0	75	0	0	0	0	75	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
28	0	0	0	65	0	0	0	0	65	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
29	0	0	0	0	50	0	0	0	50	0.0%	0.0%	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%
30	0	0	0	0	70	0	0	0	70	0.0%	0.0%	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%
31	0	0	0	0	70	0	0	0	70	0.0%	0.0%	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%
32	0	0	0	0	80	0	0	0	80	0.0%	0.0%	0.0%	0.0%	4.2%	0.0%	0.0%	0.0%
TOTAL	7246	0	0	19420	1905	0	1049	0	29620	100.0%	0.0%	0.0%	100.0%	100.0%	0.0%	100.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	415	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	670	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	231	2.90	0
3	-NE-											
4	-NE-											
5	360	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
6	120	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	493	0.24	0
7	1225	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	746	1.64	0
8	955	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	105	9.10	0
9	1555	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	545	2.85	0
10	25	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	6.25	0
11	-NE-											
12	1075	6.5%	0.0%	0.0%	93.5%	0.0%	0.0%	0.0%	0.0%	742	1.45	0
13	1570	2.5%	0.0%	0.0%	48.7%	48.7%	0.0%	0.0%	0.0%	4552	0.34	0
14	295	33.9%	0.0%	0.0%	66.1%	0.0%	0.0%	0.0%	0.0%	2712	0.11	0
15	1010	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4260	0.24	0
16	1443	17.2%	0.0%	0.0%	82.8%	0.0%	0.0%	0.0%	0.0%	4783	0.30	0
17	-NE-											
18	65	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	80	0.81	0
19	4785	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	995	4.81	0
20	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
21	5588	34.0%	0.0%	0.0%	52.5%	13.5%	0.0%	0.0%	0.0%	1050	2.58	1
22	6067	61.7%	0.0%	0.0%	37.7%	0.6%	0.0%	0.0%	0.0%	-NE-		
23	633	21.8%	0.0%	0.0%	65.6%	12.6%	0.0%	0.0%	0.0%	-NE-		
24	479	0.0%	0.0%	0.0%	37.6%	0.0%	0.0%	62.4%	0.0%	136	3.52	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	750	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	48	15.63	0
26	95	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	178	0.53	0
27	75	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	120	0.63	0
28	65	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	25	2.60	0
29	50	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	-NE-		
30	70	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	-NE-		
31	70	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	250	0.28	0
32	80	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	29620	24.5%	0.0%	0.0%	65.6%	6.4%	0.0%	3.5%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	32.50	0.0	0.0	0.0	0.0	32.50	1.73	-NE-				
2	0.0	0.0	0.0	44.64	0.0	0.0	0.0	0.0	44.64	2.80	231	0.19	0.01	0.21	0
3	-NE-														
4	-NE-														
5	0.0	0.0	0.0	27.75	0.0	0.0	0.0	0.0	27.75	1.50	-NE-				
6	0.0	0.0	0.0	9.18	0.0	0.0	0.0	0.0	9.18	0.50	493	0.02	0.00	0.02	0
7	0.0	0.0	0.0	61.09	0.0	0.0	0.0	0.0	61.09	5.12	746	0.08	0.01	0.09	0
8	125.91	0.0	0.0	0.0	0.0	0.0	0.0	0.0	125.91	3.99	105	1.20	0.04	1.24	0
9	0.0	0.0	0.0	74.79	0.0	0.0	0.0	0.0	74.79	6.50	545	0.14	0.01	0.15	0
10	3.30	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.30	0.10	4	0.82	0.03	0.85	0
11	-NE-														
12	9.23	0.0	0.0	66.96	0.0	0.0	0.0	0.0	76.19	4.49	742	0.10	0.01	0.11	0
13	5.27	0.0	0.0	50.97	34.05	0.0	0.0	0.0	90.29	6.56	4552	0.02	0.00	0.02	0
14	13.18	0.0	0.0	12.99	0.0	0.0	0.0	0.0	26.18	1.23	2712	0.01	0.00	0.01	0
15	0.0	0.0	0.0	62.73	0.0	0.0	0.0	0.0	62.73	4.22	4260	0.01	0.00	0.02	0
16	32.70	0.0	0.0	82.33	0.0	0.0	0.0	0.0	115.02	6.03	4783	0.02	0.00	0.03	0
17	-NE-														
18	0.0	0.0	0.0	4.33	0.0	0.0	0.0	0.0	4.33	0.27	80	0.05	0.00	0.06	0
19	0.0	0.0	0.0	304.69	0.0	0.0	0.0	0.0	304.69	19.99	995	0.31	0.02	0.33	0
20	3.96	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.96	0.13	-NE-				
21	250.24	0.0	0.0	185.00	33.60	0.0	0.0	0.0	468.85	23.35	1050	0.15	0.01	0.16	1
22	493.36	0.0	0.0	145.73	1.56	0.0	0.0	0.0	640.65	25.35	-NE-				
23	18.19	0.0	0.0	25.89	3.56	0.0	0.0	0.0	47.64	2.64	-NE-				
24	0.0	0.0	0.0	11.46	0.0	0.0	5.48	0.0	16.94	2.00	136	0.12	0.01	0.14	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	0.0	0.0	0.0	13.75	0.0	13.75	3.13	48	0.29	0.07	0.35	0
26	0.0	0.0	0.0	6.33	0.0	0.0	0.0	0.0	6.33	0.40	178	0.04	0.00	0.04	0
27	0.0	0.0	0.0	5.00	0.0	0.0	0.0	0.0	5.00	0.31	120	0.04	0.00	0.04	0
28	0.0	0.0	0.0	4.33	0.0	0.0	0.0	0.0	4.33	0.27	25	0.17	0.01	0.18	0
29	0.0	0.0	0.0	0.0	2.23	0.0	0.0	0.0	2.23	0.21	-NE-				
30	0.0	0.0	0.0	0.0	3.12	0.0	0.0	0.0	3.12	0.29	-NE-				
31	0.0	0.0	0.0	0.0	3.12	0.0	0.0	0.0	3.12	0.29	250	0.01	0.00	0.01	0
32	0.0	0.0	0.0	0.0	3.56	0.0	0.0	0.0	3.56	0.33	-NE-				
TOTAL	955.34	0.0	0.0	1218.69	84.79	0.0	19.23	0.0	2278.05	123.76					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301

CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	32.50	1.73	11.73	45.97	29.3%	0.0%	0.0%	0.0%	70.7%	0.0%	0.0%	0.0%	0.0%
2	44.64	2.80	18.95	66.39	32.8%	0.0%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	-NE-												
5	27.75	1.50	10.18	39.44	29.6%	0.0%	0.0%	0.0%	70.4%	0.0%	0.0%	0.0%	0.0%
6	9.18	0.50	3.39	13.07	29.8%	0.0%	0.0%	0.0%	70.2%	0.0%	0.0%	0.0%	0.0%
7	61.09	5.12	34.64	100.84	39.4%	0.0%	0.0%	0.0%	60.6%	0.0%	0.0%	0.0%	0.0%
8	125.91	3.99	27.00	156.91	19.8%	80.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	74.79	6.50	43.97	125.26	40.3%	0.0%	0.0%	0.0%	59.7%	0.0%	0.0%	0.0%	0.0%
10	3.30	0.10	0.71	4.11	19.8%	80.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-												
12	76.19	4.49	30.40	111.08	31.4%	8.3%	0.0%	0.0%	60.3%	0.0%	0.0%	0.0%	0.0%
13	90.29	6.56	44.39	141.25	36.1%	3.7%	0.0%	0.0%	36.1%	24.1%	0.0%	0.0%	0.0%
14	26.18	1.23	8.34	35.75	26.8%	36.9%	0.0%	0.0%	36.3%	0.0%	0.0%	0.0%	0.0%
15	62.73	4.22	28.56	95.51	34.3%	0.0%	0.0%	0.0%	65.7%	0.0%	0.0%	0.0%	0.0%
16	115.02	6.03	40.80	161.86	29.9%	20.2%	0.0%	0.0%	50.9%	0.0%	0.0%	0.0%	0.0%
17	-NE-												
18	4.33	0.27	1.84	6.44	32.8%	0.0%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%
19	304.69	19.99	135.30	459.98	33.8%	0.0%	0.0%	0.0%	66.2%	0.0%	0.0%	0.0%	0.0%
20	3.96	0.13	0.85	4.93	19.8%	80.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	468.85	23.35	158.01	650.20	27.9%	38.5%	0.0%	0.0%	28.5%	5.2%	0.0%	0.0%	0.0%
22##	640.65	25.35	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	47.64	2.64	17.90	68.19	30.1%	26.7%	0.0%	0.0%	38.0%	5.2%	0.0%	0.0%	0.0%
24	16.94	2.00	13.54	32.49	47.8%	0.0%	0.0%	0.0%	35.3%	0.0%	0.0%	16.9%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK; E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	13.75	3.13	21.21	38.09	63.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	36.1%	0.0%
26	6.33	0.40	2.69	9.41	32.8%	0.0%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%
27	5.00	0.31	2.12	7.43	32.8%	0.0%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%
28	4.33	0.27	1.84	6.44	32.8%	0.0%	0.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%
29	2.23	0.21	1.41	3.85	42.2%	0.0%	0.0%	0.0%	0.0%	57.8%	0.0%	0.0%	0.0%
30	3.12	0.29	1.98	5.39	42.2%	0.0%	0.0%	0.0%	0.0%	57.8%	0.0%	0.0%	0.0%
31	3.12	0.29	1.98	5.39	42.2%	0.0%	0.0%	0.0%	0.0%	57.8%	0.0%	0.0%	0.0%
32	3.56	0.33	2.26	6.16	42.2%	0.0%	0.0%	0.0%	0.0%	57.8%	0.0%	0.0%	0.0%
TOTAL	1637.41	98.41	666.00	2401.81	31.8%	19.2%	0.0%	0.0%	44.7%	3.5%	0.0%	0.8%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

ACT NO	TIME, MIN EMPLOYEE CATEGORY*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	985	0	390	0	0	0	0	0	1375	13.2%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
2	75	0	425	0	0	0	0	0	500	1.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	-NE-																
5	-NE-																
6	390	0	190	0	0	0	0	0	580	5.2%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
7	0	0	2135	0	0	0	0	0	2135	0.0%	0.0%	7.2%	0.0%	0.0%	0.0%	0.0%	0.0%
8	0	0	1485	0	0	0	0	0	1485	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	0	0	3640	0	0	0	0	0	3640	0.0%	0.0%	12.2%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	0	0	2200	0	0	0	0	0	2200	0.0%	0.0%	7.4%	0.0%	0.0%	0.0%	0.0%	0.0%
12	660	0	2405	0	0	0	0	0	3065	8.8%	0.0%	8.1%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	1615	0	0	0	0	0	1615	0.0%	0.0%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%
14	910	0	375	0	0	0	0	0	1285	12.2%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
15	20	0	565	0	0	0	0	0	585	0.3%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%
16	50	0	1925	0	0	0	0	0	1975	0.7%	0.0%	6.5%	0.0%	0.0%	0.0%	0.0%	0.0%
17	0	0	3425	0	0	0	0	0	3425	0.0%	0.0%	11.5%	0.0%	0.0%	0.0%	0.0%	0.0%
18	1060	0	120	0	0	0	0	0	1180	14.2%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
19	0	0	50	0	0	0	0	0	50	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
20	0	0	205	0	0	0	0	0	205	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
21	10	0	2270	0	0	0	0	0	2280	0.1%	0.0%	7.6%	0.0%	0.0%	0.0%	0.0%	0.0%
22	1690	0	2760	0	0	0	0	0	4450	22.6%	0.0%	9.3%	0.0%	0.0%	0.0%	0.0%	0.0%
23	545	0	2380	0	0	0	0	0	2925	7.3%	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24	370	0	1110	0	0	0	0	0	1480	4.9%	0.0%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*								TOTAL	PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H		A	B	C	D	E	F	G	H
25	710	0	45	0	0	0	0	0	755	9.5%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	7475	0	29715	0	0	0	0	0	37190	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

844

845

LIBRARY NO 302

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	1375	71.6%	0.0%	28.4%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	500	15.0%	0.0%	85.0%	0.0%	0.0%	0.0%	0.0%	0.0%	170	2.94	0
3	-NE-											
4	-NE-											
5	-NE-											
6	580	67.2%	0.0%	32.8%	0.0%	0.0%	0.0%	0.0%	0.0%	377	1.54	0
7	2135	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	295	7.24	0
8	1485	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	127	11.69	0
9	3640	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	401	9.08	0
10	-NE-											
11	2200	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	172	12.79	0
12	3065	21.5%	0.0%	78.5%	0.0%	0.0%	0.0%	0.0%	0.0%	1102	2.78	0
13	1615	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	342	4.72	0
14	1285	70.8%	0.0%	29.2%	0.0%	0.0%	0.0%	0.0%	0.0%	630	2.04	0
15	585	3.4%	0.0%	96.6%	0.0%	0.0%	0.0%	0.0%	0.0%	5045	0.12	0
16	1975	2.5%	0.0%	97.5%	0.0%	0.0%	0.0%	0.0%	0.0%	7519	0.26	0
17	3425	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	1180	89.8%	0.0%	10.2%	0.0%	0.0%	0.0%	0.0%	0.0%	1338	0.84	1
19	50	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8	6.25	0
20	205	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	70	2.14	1
21	2280	0.4%	0.0%	99.6%	0.0%	0.0%	0.0%	0.0%	0.0%	76	8.88	1
22	4450	38.0%	0.0%	62.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
23	2925	18.6%	0.0%	81.4%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
24	1480	25.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

846

847

LIBRARY NO 302

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	755	94.0%	0.0%	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	37190	20.1%	0.0%	79.9%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

843

LIBRARY NO 302
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	134.27	0.0	44.50	0.0	0.0	0.0	0.0	0.0	178.76	0.0	-NE-				
2	10.22	0.0	40.34	0.0	0.0	0.0	0.0	0.0	50.57	0.0	170	0.30	0.0	0.30	0
3	-NE-														
4	-NE-														
5	-NE-														
6	53.16	0.0	19.96	0.0	0.0	0.0	0.0	0.0	73.12	0.0	377	0.19	0.0	0.19	0
7	0.0	0.0	198.02	0.0	0.0	0.0	0.0	0.0	198.02	0.0	295	0.67	0.0	0.67	0
8	0.0	0.0	145.07	0.0	0.0	0.0	0.0	0.0	145.07	0.0	127	1.14	0.0	1.14	0
9	0.0	0.0	346.74	0.0	0.0	0.0	0.0	0.0	346.74	0.0	401	0.86	0.0	0.86	0
10	-NE-														
11	0.0	0.0	226.37	0.0	0.0	0.0	0.0	0.0	226.37	0.0	172	1.32	0.0	1.32	0
12	89.97	0.0	253.48	0.0	0.0	0.0	0.0	0.0	343.45	0.0	1102	0.31	0.0	0.31	0
13	0.0	0.0	148.58	0.0	0.0	0.0	0.0	0.0	148.58	0.0	342	0.43	0.0	0.43	0
14	124.04	0.0	38.93	0.0	0.0	0.0	0.0	0.0	162.98	0.0	630	0.26	0.0	0.26	0
15	2.73	0.0	51.58	0.0	0.0	0.0	0.0	0.0	54.31	0.0	5045	0.01	0.0	0.01	0
16	6.82	0.0	191.53	0.0	0.0	0.0	0.0	0.0	198.35	0.0	7519	0.03	0.0	0.03	0
17	0.0	0.0	343.66	0.0	0.0	0.0	0.0	0.0	343.66	0.0	-NE-				
18	144.49	0.0	11.44	0.0	0.0	0.0	0.0	0.0	155.93	0.0	1338	0.11	0.0	0.11	1
19	0.0	0.0	4.99	0.0	0.0	0.0	0.0	0.0	4.99	0.0	8	0.62	0.0	0.62	0
20	0.0	0.0	19.26	0.0	0.0	0.0	0.0	0.0	19.26	0.0	70	0.21	0.0	0.21	1
21	1.36	0.0	220.06	0.0	0.0	0.0	0.0	0.0	221.42	0.0	76	0.98	0.0	0.98	1
22	230.37	0.0	274.93	0.0	0.0	0.0	0.0	0.0	505.30	0.0	-NE-				
23	74.29	0.0	233.00	0.0	0.0	0.0	0.0	0.0	307.29	0.0	-NE-				
24	50.43	0.0	103.59	0.0	0.0	0.0	0.0	0.0	154.03	0.0	-NE-				

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

850

LIBRARY NO 302
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	96.78	0.0	4.95	0.0	0.0	0.0	0.0	0.0	101.73	0.0	-NE-				
TOTAL	1018.92	0.0	2920.99	0.0	0.0	0.0	0.0	0.0	3939.92	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

852

853

LIBRARY NO 302
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	178.76	0.0	21.22	199.99	10.6%	67.1%	0.0%	22.3%	0.0%	0.0%	0.0%	0.0%	0.0%
2	50.57	0.0	7.72	58.28	13.2%	17.5%	0.0%	69.2%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	-NE-												
5	-NE-												
6	73.12	0.0	8.95	82.08	10.9%	64.8%	0.0%	24.3%	0.0%	0.0%	0.0%	0.0%	0.0%
7	198.02	0.0	32.95	230.97	14.3%	0.0%	0.0%	85.7%	0.0%	0.0%	0.0%	0.0%	0.0%
8	145.07	0.0	22.92	167.99	13.6%	0.0%	0.0%	86.4%	0.0%	0.0%	0.0%	0.0%	0.0%
9	346.74	0.0	56.18	402.92	13.9%	0.0%	0.0%	86.1%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	226.37	0.0	33.95	260.33	13.0%	0.0%	0.0%	87.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12	343.45	0.0	47.30	390.75	12.1%	23.0%	0.0%	64.9%	0.0%	0.0%	0.0%	0.0%	0.0%
13	148.58	0.0	24.93	173.51	14.4%	0.0%	0.0%	85.6%	0.0%	0.0%	0.0%	0.0%	0.0%
14	162.98	0.0	19.83	182.81	10.8%	67.9%	0.0%	21.3%	0.0%	0.0%	0.0%	0.0%	0.0%
15	54.31	0.0	9.03	63.34	14.3%	4.3%	0.0%	81.4%	0.0%	0.0%	0.0%	0.0%	0.0%
16	198.35	0.0	30.48	228.83	13.3%	3.0%	0.0%	83.7%	0.0%	0.0%	0.0%	0.0%	0.0%
17	343.66	0.0	52.86	396.52	13.3%	0.0%	0.0%	86.7%	0.0%	0.0%	0.0%	0.0%	0.0%
18	155.93	0.0	18.21	174.14	10.5%	83.0%	0.0%	6.6%	0.0%	0.0%	0.0%	0.0%	0.0%
19	4.99	0.0	0.77	5.76	13.4%	0.0%	0.0%	86.6%	0.0%	0.0%	0.0%	0.0%	0.0%
20	19.26	0.0	3.16	22.42	14.1%	0.0%	0.0%	85.9%	0.0%	0.0%	0.0%	0.0%	0.0%
21	221.42	0.0	35.19	256.61	13.7%	0.5%	0.0%	85.8%	0.0%	0.0%	0.0%	0.0%	0.0%
22##	505.30	0.0	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	307.29	0.0	45.14	352.43	12.8%	21.1%	0.0%	66.1%	0.0%	0.0%	0.0%	0.0%	0.0%
24	154.03	0.0	22.84	176.87	12.9%	28.5%	0.0%	58.6%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302

CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	101.73	0.0	11.65	113.38	10.3%	85.4%	0.0%	4.4%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	3434.62	0.0	505.30	3939.92	12.8%	20.0%	0.0%	67.2%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

856

857

LIBRARY NO 501
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME MIN EMPLOYEE CATEGORY*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	-NE-																
2	-NE-																
3	20	0	0	0	0	0	5	0	25	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
4	-NE-																
5	30	0	0	95	0	0	0	0	125	2.4%	0.0%	0.0%	6.0%	0.0%	0.0%	0.0%	0.0%
6	10	0	0	95	0	0	0	0	105	0.8%	0.0%	0.0%	6.0%	0.0%	0.0%	0.0%	0.0%
7	30	0	0	10	0	0	60	0	100	2.4%	0.0%	0.0%	0.6%	0.0%	0.0%	2.3%	0.0%
8	135	0	0	40	0	0	35	0	210	10.9%	0.0%	0.0%	2.5%	0.0%	0.0%	1.4%	0.0%
9	5	0	0	10	0	0	0	0	15	0.4%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
10	10	0	0	5	0	0	0	0	15	0.8%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
11	-NE-																
12	40	0	0	15	0	0	80	0	135	3.2%	0.0%	0.0%	1.0%	0.0%	0.0%	3.1%	0.0%
13	0	0	0	60	0	0	750	0	810	0.0%	0.0%	0.0%	3.8%	0.0%	0.0%	29.2%	0.0%
14	85	0	0	90	0	0	10	0	185	6.9%	0.0%	0.0%	5.7%	0.0%	0.0%	0.4%	0.0%
15	35	0	0	140	0	0	45	0	220	2.8%	0.0%	0.0%	8.9%	0.0%	0.0%	1.8%	0.0%
16	10	0	0	0	0	0	90	0	100	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	3.5%	0.0%
17	60	0	0	0	0	0	5	0	65	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
18	0	0	0	50	0	0	675	0	725	0.0%	0.0%	0.0%	3.2%	0.0%	0.0%	26.3%	0.0%
19	0	0	0	175	0	0	415	0	590	0.0%	0.0%	0.0%	11.1%	0.0%	0.0%	16.1%	0.0%
20	30	0	0	0	0	0	120	0	150	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%	4.7%	0.0%
21	105	0	0	570	0	0	0	0	675	8.5%	0.0%	0.0%	36.2%	0.0%	0.0%	0.0%	0.0%
22	585	0	0	140	0	0	105	0	830	47.2%	0.0%	0.0%	8.9%	0.0%	0.0%	4.1%	0.0%
23	50	0	0	80	0	0	175	0	305	4.0%	0.0%	0.0%	5.1%	0.0%	0.0%	6.8%	0.0%
TOTAL	1240	0	0	1575	0	0	2570	0	5385	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	-NE-											
2	-NE-											
3	25	80.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	0.0%	3	1.67	1
4	-NE-											
5	125	24.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
6	105	9.5%	0.0%	0.0%	90.5%	0.0%	0.0%	0.0%	0.0%	25	4.20	0
7	100	30.0%	0.0%	0.0%	10.0%	0.0%	0.0%	60.0%	0.0%	42	2.38	0
8	210	64.3%	0.0%	0.0%	19.0%	0.0%	0.0%	16.7%	0.0%	59	3.31	1
9	15	33.3%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	5	3.00	0
10	15	66.7%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	6	2.50	0
11	-NE-											
12	135	29.6%	0.0%	0.0%	11.1%	0.0%	0.0%	59.3%	0.0%	22	3.41	1
13	810	0.0%	0.0%	0.0%	7.4%	0.0%	0.0%	92.6%	0.0%	323	2.49	1
14	185	45.9%	0.0%	0.0%	48.6%	0.0%	0.0%	5.4%	0.0%	369	0.50	0
15	220	15.9%	0.0%	0.0%	63.6%	0.0%	0.0%	20.5%	0.0%	315	0.60	1
16	100	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	90.0%	0.0%	85	0.59	1
17	65	92.3%	0.0%	0.0%	0.0%	0.0%	0.0%	7.7%	0.0%	-NE-		
18	725	0.0%	0.0%	0.0%	6.9%	0.0%	0.0%	93.1%	0.0%	86	7.56	1
19	590	0.0%	0.0%	0.0%	29.7%	0.0%	0.0%	70.3%	0.0%	144	3.40	1
20	150	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	130	1.04	1
21	675	15.6%	0.0%	0.0%	84.4%	0.0%	0.0%	0.0%	0.0%	8760	0.05	1
22	830	70.5%	0.0%	0.0%	16.9%	0.0%	0.0%	12.7%	0.0%	-NE-		
23	305	16.4%	0.0%	0.0%	26.2%	0.0%	0.0%	57.4%	0.0%	-NE-		
TOTAL	5385	23.0%	0.0%	0.0%	29.2%	0.0%	0.0%	47.7%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	-NE-														
2	-NE-														
3	1.42	0.0	0.0	0.0	0.0	0.0	0.22	0.0	1.64	0.0	3	0.07	0.0	0.07	1
4	-NE-														
5	2.12	0.0	0.0	3.96	0.0	0.0	0.0	0.0	6.08	0.0	-NE-				
6	0.71	0.0	0.0	3.96	0.0	0.0	0.0	0.0	4.67	0.0	25	0.19	0.0	0.19	0
7	2.12	0.0	0.0	0.42	0.0	0.0	2.67	0.0	5.21	0.0	42	0.12	0.0	0.12	0
8	9.56	0.0	0.0	1.67	0.0	0.0	1.56	0.0	12.78	0.0	59	0.21	0.0	0.21	1
9	0.35	0.0	0.0	0.42	0.0	0.0	0.0	0.0	0.77	0.0	5	0.15	0.0	0.15	0
10	0.71	0.0	0.0	0.21	0.0	0.0	0.0	0.0	0.92	0.0	6	0.15	0.0	0.15	0
11	-NE-														
12	2.83	0.0	0.0	0.63	0.0	0.0	3.37	0.0	6.83	0.0	22	0.20	0.0	0.20	1
13	0.0	0.0	0.0	2.50	0.0	0.0	30.63	0.0	33.13	0.0	323	0.10	0.0	0.10	1
14	6.02	0.0	0.0	3.75	0.0	0.0	0.44	0.0	10.21	0.0	369	0.03	0.0	0.03	0
15	2.48	0.0	0.0	5.83	0.0	0.0	1.72	0.0	10.04	0.0	315	0.03	0.0	0.03	1
16	0.71	0.0	0.0	0.0	0.0	0.0	3.63	0.0	4.34	0.0	85	0.03	0.0	0.03	1
17	4.25	0.0	0.0	0.0	0.0	0.0	0.22	0.0	4.47	0.0	-NE-				
18	0.0	0.0	0.0	2.08	0.0	0.0	29.98	0.0	32.06	0.0	86	0.33	0.0	0.33	1
19	0.0	0.0	0.0	7.29	0.0	0.0	18.28	0.0	25.57	0.0	144	0.15	0.0	0.15	1
20	2.12	0.0	0.0	0.0	0.0	0.0	4.97	0.0	7.09	0.0	130	0.05	0.0	0.05	1
21	7.43	0.0	0.0	23.75	0.0	0.0	0.0	0.0	31.18	0.0	8760	0.00	0.0	0.00	1
22	41.41	0.0	0.0	5.83	0.0	0.0	4.58	0.0	51.82	0.0	-NE-				
23	3.54	0.0	0.0	3.33	0.0	0.0	7.51	0.0	14.38	0.0	-NE-				
TOTAL	87.77	0.0	0.0	65.62	0.0	0.0	109.80	0.0	263.19	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	-NE-												
2	-NE-												
3	1.64	0.0	0.28	1.92	14.8%	73.6%	0.0%	0.0%	0.0%	0.0%	0.0%	11.6%	0.0%
4	-NE-												
5	6.08	0.0	1.42	7.50	19.0%	28.3%	0.0%	0.0%	52.8%	0.0%	0.0%	0.0%	0.0%
6	4.67	0.0	1.19	5.86	20.4%	12.1%	0.0%	0.0%	67.5%	0.0%	0.0%	0.0%	0.0%
7	5.21	0.0	1.14	6.35	17.9%	33.5%	0.0%	0.0%	6.6%	0.0%	0.0%	42.1%	0.0%
8	12.78	0.0	2.39	15.17	15.8%	63.0%	0.0%	0.0%	11.0%	0.0%	0.0%	10.3%	0.0%
9	0.77	0.0	0.17	0.94	18.1%	37.6%	0.0%	0.0%	44.3%	0.0%	0.0%	0.0%	0.0%
10	0.92	0.0	0.17	1.09	15.7%	65.1%	0.0%	0.0%	19.2%	0.0%	0.0%	0.0%	0.0%
11	-NE-												
12	6.83	0.0	1.54	8.37	18.4%	33.8%	0.0%	0.0%	7.5%	0.0%	0.0%	40.3%	0.0%
13	33.13	0.0	9.21	42.35	21.8%	0.0%	0.0%	0.0%	5.9%	0.0%	0.0%	72.3%	0.0%
14	10.21	0.0	2.10	12.32	17.1%	48.8%	0.0%	0.0%	30.4%	0.0%	0.0%	3.6%	0.0%
15	10.04	0.0	2.50	12.54	20.0%	19.8%	0.0%	0.0%	46.5%	0.0%	0.0%	13.8%	0.0%
16	4.34	0.0	1.14	5.48	20.8%	12.9%	0.0%	0.0%	0.0%	0.0%	0.0%	66.3%	0.0%
17	4.47	0.0	0.74	5.21	14.2%	81.5%	0.0%	0.0%	0.0%	0.0%	0.0%	4.3%	0.0%
18	32.06	0.0	8.25	40.31	20.5%	0.0%	0.0%	0.0%	5.2%	0.0%	0.0%	74.4%	0.0%
19	25.57	0.0	6.71	32.29	20.8%	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	56.6%	0.0%
20	7.09	0.0	1.71	8.80	19.4%	24.1%	0.0%	0.0%	0.0%	0.0%	0.0%	56.5%	0.0%
21	31.18	0.0	7.68	38.86	19.8%	19.1%	0.0%	0.0%	61.1%	0.0%	0.0%	0.0%	0.0%
22##	51.82	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	14.38	0.0	3.47	17.85	19.4%	19.8%	0.0%	0.0%	18.7%	0.0%	0.0%	42.1%	0.0%
TOTAL	211.37	0.0	51.82	263.19	19.7%	17.6%	0.0%	0.0%	22.7%	0.0%	0.0%	40.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	95	90	0	0	0	185	0.0%	0.0%	0.0%	0.5%	0.9%	0.0%	0.0%	0.0%
2	30	0	0	0	0	0	0	0	30	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	-NE-																
5	-NE-																
6	0	0	0	850	0	0	0	0	850	0.0%	0.0%	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%
7	0	0	0	1300	610	0	0	0	1910	0.0%	0.0%	0.0%	6.2%	6.3%	0.0%	0.0%	0.0%
8	4825	0	0	0	0	0	0	0	4825	53.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	345	0	0	0	0	0	0	0	345	3.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	-NE-																
12	175	0	0	0	0	0	0	0	175	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	0	7060	0	0	0	0	7060	0.0%	0.0%	0.0%	33.5%	0.0%	0.0%	0.0%	0.0%
14	0	0	0	825	0	0	0	0	825	0.0%	0.0%	0.0%	3.9%	0.0%	0.0%	0.0%	0.0%
15	0	0	0	1100	505	0	0	0	1605	0.0%	0.0%	0.0%	5.2%	5.3%	0.0%	0.0%	0.0%
16	635	0	0	1130	210	0	0	0	1975	7.1%	0.0%	0.0%	5.4%	2.2%	0.0%	0.0%	0.0%
17	605	0	0	0	0	0	0	0	605	6.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	1373	750	1380	0	0	0	3503	0.0%	0.0%	72.3%	3.6%	14.4%	0.0%	0.0%	0.0%
19	0	0	0	2457	5760	0	0	0	8217	0.0%	0.0%	0.0%	11.6%	59.9%	0.0%	0.0%	0.0%
20	0	0	0	190	0	0	0	0	190	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
21	535	0	0	0	0	0	0	0	535	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
22	1455	0	480	2920	850	0	0	0	5705	16.2%	0.0%	25.3%	13.8%	8.8%	0.0%	0.0%	0.0%
23	205	0	10	505	140	0	0	0	860	2.3%	0.0%	0.5%	2.4%	1.5%	0.0%	0.0%	0.0%
24	0	0	31	1350	30	0	0	0	1411	0.0%	0.0%	1.6%	6.4%	0.3%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	5	445	0	0	0	0	450	0.0%	0.0%	0.3%	2.1%	0.0%	0.0%	0.0%	0.0%
26	90	0	0	0	0	0	0	0	90	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	30	0	0	0	0	0	0	0	30	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	30	0	0	125	35	0	0	0	190	0.3%	0.0%	0.0%	0.6%	0.4%	0.0%	0.0%	0.0%
TOTAL	8960	0	1899	21102	9610	0	0	0	41571	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	185	0.0%	0.0%	0.0%	51.4%	48.6%	0.0%	0.0%	0.0%	-NE-		
2	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10	3.00	0
3	-NE-											
4	-NE-											
5	-NE-											
6	850	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	387	2.20	0
7	1910	0.0%	0.0%	0.0%	68.1%	31.9%	0.0%	0.0%	0.0%	2991	0.64	0
8	4825	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	719	6.71	0
9	345	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	203	1.70	0
10	-NE-											
11	-NE-											
12	175	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33	5.30	0
13	7060	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4258	1.66	0
14	825	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	906	0.91	0
15	1605	0.0%	0.0%	0.0%	68.5%	31.5%	0.0%	0.0%	0.0%	8907	0.18	0
16	1975	32.2%	0.0%	0.0%	57.2%	10.6%	0.0%	0.0%	0.0%	4474	0.44	0
17	605	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	3503	0.0%	0.0%	39.2%	21.4%	39.4%	0.0%	0.0%	0.0%	5282	0.66	0
19	8217	0.0%	0.0%	0.0%	29.9%	70.1%	0.0%	0.0%	0.0%	10786	0.76	0
20	190	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
21	535	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	59	3.31	1
22	5705	25.5%	0.0%	8.4%	51.2%	14.9%	0.0%	0.0%	0.0%	-NE-		
23	860	23.8%	0.0%	1.2%	58.7%	16.3%	0.0%	0.0%	0.0%	-NE-		
24	1411	0.0%	0.0%	2.2%	95.7%	2.1%	0.0%	0.0%	0.0%	1595	0.70	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

870

461

871

LIBRARY NO 502

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	450	0.0%	0.0%	1.1%	98.9%	0.0%	0.0%	0.0%	0.0%	200	1.88	1
26	90	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	155	0.58	0
27	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
28	190	15.8%	0.0%	0.0%	65.8%	18.4%	0.0%	0.0%	0.0%	-NE-		
TOTAL	41571	21.6%	0.0%	4.6%	50.8%	23.1%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502

CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	12.54	3.97	0.0	0.0	0.0	16.52	0.0	-NE-				
2	2.75	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.75	0.0	10	0.27	0.0	0.27	0
3	-NE-														
4	-NE-														
5	-NE-														
6	0.0	0.0	0.0	95.29	0.0	0.0	0.0	0.0	95.29	0.0	387	0.25	0.0	0.25	0
7	0.0	0.0	0.0	155.15	26.94	0.0	0.0	0.0	182.09	0.0	2991	0.06	0.0	0.06	0
8	655.93	0.0	0.0	0.0	0.0	0.0	0.0	0.0	655.93	0.0	719	0.91	0.0	0.91	0
9	50.42	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.42	0.0	203	0.25	0.0	0.25	0
10	-NE-														
11	-NE-														
12	21.41	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.41	0.0	33	0.65	0.0	0.65	0
13	0.0	0.0	0.0	868.89	0.0	0.0	0.0	0.0	868.89	0.0	4258	0.20	0.0	0.20	0
14	0.0	0.0	0.0	99.97	0.0	0.0	0.0	0.0	99.97	0.0	906	0.11	0.0	0.11	0
15	0.0	0.0	0.0	125.26	22.30	0.0	0.0	0.0	147.57	0.0	8907	0.02	0.0	0.02	0
16	65.70	0.0	0.0	136.17	9.27	0.0	0.0	0.0	211.15	0.0	4474	0.05	0.0	0.05	0
17	72.63	0.0	0.0	0.0	0.0	0.0	0.0	0.0	72.63	0.0	-NE-				
18	0.0	0.0	177.84	79.09	55.43	0.0	0.0	0.0	312.36	0.0	5282	0.06	0.0	0.06	0
19	0.0	0.0	0.0	114.36	237.71	0.0	0.0	0.0	352.08	0.0	10786	0.03	0.0	0.03	0
20	0.0	0.0	0.0	21.47	0.0	0.0	0.0	0.0	21.47	0.0	-NE-				
21	85.55	0.0	0.0	0.0	0.0	0.0	0.0	0.0	85.55	0.0	59	0.30	0.0	0.30	1
22	214.98	0.0	62.17	323.03	36.14	0.0	0.0	0.0	636.32	0.0	-NE-				
23	28.45	0.0	1.30	57.24	5.96	0.0	0.0	0.0	92.95	0.0	-NE-				
24	0.0	0.0	4.02	151.39	1.32	0.0	0.0	0.0	156.73	0.0	1595	0.08	0.0	0.08	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST.\$	ADMIN.# TASK COST.\$	VOL- UME	DIRECT UNIT COST.\$	ADMIN.# UNIT COST.\$	TOTAL UNIT COST.\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.65	56.76	0.0	0.0	0.0	0.0	57.41	0.0	200	0.25	0.0	0.25	1
26	17.92	0.0	0.0	0.0	0.0	0.0	0.0	0.0	17.92	0.0	155	0.12	0.0	0.12	0
27	5.97	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.97	0.0	-NE-				
28	2.75	0.0	0.0	16.50	1.55	0.0	0.0	0.0	20.80	0.0	-NE-				
TOTAL	1224.46	0.0	245.97	2313.11	400.61	0.0	0.0	0.0	4184.14	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

876

877

LIBRARY NO 502
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	16.52	0.0	3.28	19.80	16.6%	0.0%	0.0%	0.0%	63.3%	20.1%	0.0%	0.0%	0.0%
2	2.75	0.0	0.53	3.28	16.2%	83.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	-NE-												
5	-NE-												
6	95.29	0.0	15.08	110.37	13.7%	0.0%	0.0%	0.0%	86.3%	0.0%	0.0%	0.0%	0.0%
7	182.09	0.0	33.89	215.98	15.7%	0.0%	0.0%	0.0%	71.8%	12.5%	0.0%	0.0%	0.0%
8	655.93	0.0	85.60	741.53	11.5%	88.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	50.42	0.0	6.12	56.54	10.8%	89.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	-NE-												
12	21.41	0.0	3.10	24.51	12.7%	87.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	868.89	0.0	125.26	994.14	12.6%	0.0%	0.0%	0.0%	87.4%	0.0%	0.0%	0.0%	0.0%
14	99.97	0.0	14.64	114.61	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
15	147.57	0.0	28.48	176.04	16.2%	0.0%	0.0%	0.0%	71.2%	12.7%	0.0%	0.0%	0.0%
16	211.15	0.0	35.04	246.19	14.2%	26.7%	0.0%	0.0%	55.3%	3.8%	0.0%	0.0%	0.0%
17	72.63	0.0	10.73	83.36	12.9%	87.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	312.36	0.0	62.15	374.51	16.6%	0.0%	0.0%	47.5%	21.1%	14.8%	0.0%	0.0%	0.0%
19	352.08	0.0	145.78	497.86	29.3%	0.0%	0.0%	0.0%	23.0%	47.7%	0.0%	0.0%	0.0%
20	21.47	0.0	3.37	24.84	13.6%	0.0%	0.0%	0.0%	86.4%	0.0%	0.0%	0.0%	0.0%
21	85.55	0.0	9.49	95.05	10.0%	90.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
22**	636.32	0.0	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	92.95	0.0	15.26	108.21	14.1%	26.3%	0.0%	1.2%	52.9%	5.5%	0.0%	0.0%	0.0%
24	156.73	0.0	25.03	181.76	13.8%	0.0%	0.0%	2.2%	83.3%	0.7%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

** ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# RUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	57.41	0.0	7.98	65.39	12.2%	0.0%	0.0%	1.0%	86.8%	0.0%	0.0%	0.0%	0.0%
26	17.92	0.0	1.60	19.51	8.2%	91.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	5.97	0.0	0.53	6.50	8.2%	91.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	20.80	0.0	3.37	24.17	13.9%	11.4%	0.0%	0.0%	68.3%	6.4%	0.0%	0.0%	0.0%
TOTAL	3547.82	0.0	636.32	4184.14	15.2%	24.1%	0.0%	4.4%	47.6%	8.7%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	85	0	0	0	0	0	85	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0	0	820	0	0	0	0	0	820	0.0%	0.0%	6.5%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	-NE-																
5	-NE-																
6	-NF-																
7	0	0	60	0	0	0	0	0	60	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%
8	700	0	40	0	0	0	0	0	740	15.9%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-																
10	-NE-																
11	-NE-																
12	780	0	10	0	0	0	0	0	790	17.7%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	1185	0	0	0	0	0	1185	0.0%	0.0%	9.4%	0.0%	0.0%	0.0%	0.0%	0.0%
14	0	0	280	0	0	0	0	0	280	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%
15	0	0	169	0	0	0	0	0	169	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
16	0	0	638	0	0	0	0	0	638	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17	0	0	30	0	0	0	0	0	30	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	597	203	0	0	0	0	800	0.0%	0.0%	4.7%	4.0%	0.0%	0.0%	0.0%	0.0%
19	0	0	985	1536	0	0	0	0	2521	0.0%	0.0%	7.8%	30.3%	0.0%	0.0%	0.0%	0.0%
20	940	0	4060	2660	0	0	0	0	7660	21.3%	0.0%	32.1%	52.4%	0.0%	0.0%	0.0%	0.0%
21	0	0	2345	0	0	0	0	0	2345	0.0%	0.0%	18.6%	0.0%	0.0%	0.0%	0.0%	0.0%
22	1580	0	0	0	0	0	0	0	1580	35.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
23	165	0	120	0	0	0	0	0	285	3.7%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
24	240	0	620	0	0	0	0	0	860	5.4%	0.0%	4.9%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK; E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*								TOTAL	PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H		A	B	C	D	E	F	G	H
25	0	0	75	0	0	0	0	0	75	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	10	0	0	0	0	0	10	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
27	0	0	510	0	0	0	0	0	510	0.0%	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	0	0	0	371	0	0	0	0	371	0.0%	0.0%	0.0%	7.3%	0.0%	0.0%	0.0%	0.0%
29	0	0	0	233	0	0	0	0	233	0.0%	0.0%	0.0%	4.6%	0.0%	0.0%	0.0%	0.0%
30	0	0	0	70	0	0	0	0	70	0.0%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
TOTAL	4405	0	12639	5073	0	0	0	0	22117	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

884

885

LIBRARY NO 101
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	85	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	820	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	153	5.36	0
3	-NE-											
4	-NE-											
5	-NE-											
6	-NE-											
7	60	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20	3.00	0
8	740	94.6%	0.0%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%	51	14.51	0
9	-NE-											
10	-NE-											
11	-NE-											
12	790	98.7%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%	124	6.37	0
13	1185	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1114	1.06	0
14	280	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	672	0.24	1
15	169	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	590	0.29	0
16	638	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1397	0.46	0
17	30	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25	1.20	0
18	800	0.0%	0.0%	74.6%	25.4%	0.0%	0.0%	0.0%	0.0%	350	1.66	1
19	2521	0.0%	0.0%	39.1%	60.9%	0.0%	0.0%	0.0%	0.0%	536	1.84	1
20	7660	12.3%	0.0%	53.0%	34.7%	0.0%	0.0%	0.0%	0.0%	-NE-		
21	2345	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	466	5.03	0
22	1580	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
23	285	57.9%	0.0%	42.1%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
24	860	27.9%	0.0%	72.1%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101

CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	75	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	600	0.13	0
26	10	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
27	510	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
28	371	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	590	0.63	0
29	233	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	70	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	22117	19.9%	0.0%	57.1%	22.9%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	8.09	0.0	0.0	0.0	0.0	0.0	8.09	1.00	-NE-				
2	0.0	0.0	78.04	0.0	0.0	0.0	0.0	0.0	78.04	9.64	153	0.51	0.06	0.57	0
3		-NE-													
4		-NE-													
5		-NE-													
6		-NE-													
7	0.0	0.0	5.44	0.0	0.0	0.0	0.0	0.0	5.44	0.71	20	0.27	0.04	0.31	0
8	116.90	0.0	3.81	0.0	0.0	0.0	0.0	0.0	120.71	8.70	51	2.37	0.17	2.54	0
9		-NE-													
10		-NE-													
11		-NE-													
12	130.26	0.0	0.95	0.0	0.0	0.0	0.0	0.0	131.21	9.29	124	1.06	0.07	1.13	0
13	0.0	0.0	112.78	0.0	0.0	0.0	0.0	0.0	112.78	13.94	1114	0.10	0.01	0.11	0
14	0.0	0.0	26.65	0.0	0.0	0.0	0.0	0.0	26.65	3.29	672	0.02	0.00	0.03	1
15	0.0	0.0	15.93	0.0	0.0	0.0	0.0	0.0	15.93	1.99	590	0.03	0.00	0.03	0
16	0.0	0.0	60.26	0.0	0.0	0.0	0.0	0.0	60.26	7.50	1397	0.04	0.01	0.05	0
17	0.0	0.0	2.72	0.0	0.0	0.0	0.0	0.0	2.72	0.35	25	0.11	0.01	0.12	0
18	0.0	0.0	54.13	16.27	0.0	0.0	0.0	0.0	70.40	9.41	350	0.15	0.02	0.17	1
19	0.0	0.0	89.31	123.07	0.0	0.0	0.0	0.0	212.38	29.65	536	0.17	0.02	0.19	1
20	156.98	0.0	386.40	213.14	0.0	0.0	0.0	0.0	756.52	90.08	-NE-				
21	0.0	0.0	212.62	0.0	0.0	0.0	0.0	0.0	212.62	27.58	466	0.46	0.06	0.52	0
22	263.86	0.0	0.0	0.0	0.0	0.0	0.0	0.0	263.86	18.58	-NE-				
23	27.56	0.0	11.42	0.0	0.0	0.0	0.0	0.0	38.98	3.35	-NE-				
24	40.08	0.0	58.96	0.0	0.0	0.0	0.0	0.0	99.04	10.11	-NE-				

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	6.80	0.0	0.0	0.0	0.0	0.0	6.80	0.88	600	0.01	0.00	0.01	0
26	0.0	0.0	0.91	0.0	0.0	0.0	0.0	0.0	0.91	0.12	-NE-				
27	0.0	0.0	48.54	0.0	0.0	0.0	0.0	0.0	48.54	6.00	-NE-				
28	0.0	0.0	0.0	29.73	0.0	0.0	0.0	0.0	29.73	4.36	590	0.05	0.01	0.06	0
29	0.0	0.0	0.0	18.67	0.0	0.0	0.0	0.0	18.67	2.74	-NE-				
30	0.0	0.0	0.0	5.61	0.0	0.0	0.0	0.0	5.61	0.82	-NE-				
TOTAL	735.64	0.0	1183.74	406.48	0.0	0.0	0.0	0.0	2325.86	260.10					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	8.09	1.00	1.17	10.26	21.1%	0.0%	0.0%	78.9%	0.0%	0.0%	0.0%	0.0%	0.0%
2	78.04	9.64	11.28	98.96	21.1%	0.0%	0.0%	78.9%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	-NE-												
5	-NE-												
6	-NE-												
7	5.44	0.71	0.83	6.97	22.0%	0.0%	0.0%	78.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	120.71	8.70	10.18	139.59	13.5%	83.7%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%
9	-NE-												
10	-NE-												
11	-NE-												
12	131.21	9.29	10.86	151.37	13.3%	86.1%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
13	112.78	13.94	16.30	143.01	21.1%	0.0%	0.0%	78.9%	0.0%	0.0%	0.0%	0.0%	0.0%
14	26.65	3.29	3.85	33.79	21.1%	0.0%	0.0%	78.9%	0.0%	0.0%	0.0%	0.0%	0.0%
15	15.93	1.99	2.32	20.24	21.3%	0.0%	0.0%	78.7%	0.0%	0.0%	0.0%	0.0%	0.0%
16	60.26	7.50	8.77	76.53	21.3%	0.0%	0.0%	78.7%	0.0%	0.0%	0.0%	0.0%	0.0%
17	2.72	0.35	0.41	3.49	22.0%	0.0%	0.0%	78.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	70.40	9.41	11.00	90.81	22.5%	0.0%	0.0%	59.6%	17.9%	0.0%	0.0%	0.0%	0.0%
19	212.38	29.65	34.67	276.70	23.2%	0.0%	0.0%	32.3%	44.5%	0.0%	0.0%	0.0%	0.0%
20	756.52	90.08	105.35	951.95	20.5%	16.5%	0.0%	40.6%	22.4%	0.0%	0.0%	0.0%	0.0%
21	212.62	27.58	32.25	272.45	22.0%	0.0%	0.0%	78.0%	0.0%	0.0%	0.0%	0.0%	0.0%
22##	263.86	18.58	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	38.98	3.35	3.92	46.25	15.7%	59.6%	0.0%	24.7%	0.0%	0.0%	0.0%	0.0%	0.0%
24	99.04	10.11	11.83	120.98	18.1%	33.1%	0.0%	48.7%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	6.80	0.88	1.03	8.71	22.0%	0.0%	0.0%	78.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0.91	0.12	0.14	1.16	22.0%	0.0%	0.0%	78.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	48.54	6.00	7.01	61.55	21.1%	0.0%	0.0%	78.9%	0.0%	0.0%	0.0%	0.0%	0.0%
28	29.73	4.36	5.10	39.19	24.2%	0.0%	0.0%	0.0%	75.8%	0.0%	0.0%	0.0%	0.0%
29	18.67	2.74	3.20	24.61	24.2%	0.0%	0.0%	0.0%	75.8%	0.0%	0.0%	0.0%	0.0%
30	5.61	0.82	0.96	7.39	24.2%	0.0%	0.0%	0.0%	75.8%	0.0%	0.0%	0.0%	0.0%
TOTAL	2062.00	241.52	282.44	2585.96	20.3%	18.2%	0.0%	45.8%	15.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	10	0	0	0	0	0	0	0	10	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	90	0	135	0	0	0	0	0	225	1.4%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	-NE-																
5	-NE-																
6	0	0	0	10	0	0	0	0	10	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	730	0	1750	0	0	0	0	0	2480	11.3%	0.0%	35.6%	0.0%	0.0%	0.0%	0.0%	0.0%
9	550	0	1090	0	0	0	0	0	1640	8.5%	0.0%	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%
10	15	0	0	0	0	0	0	0	15	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-																
12	585	0	10	0	0	0	0	0	595	9.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	120	1692	0	0	0	0	1812	0.0%	0.0%	2.4%	21.1%	0.0%	0.0%	0.0%	0.0%
14	17	0	405	1515	0	0	0	0	1937	0.3%	0.0%	8.2%	18.9%	0.0%	0.0%	0.0%	0.0%
15	0	0	6	608	0	0	0	0	614	0.0%	0.0%	0.1%	7.6%	0.0%	0.0%	0.0%	0.0%
16	393	0	340	2068	0	0	0	0	2801	6.1%	0.0%	6.9%	25.8%	0.0%	0.0%	0.0%	0.0%
17	-NE-																
18	0	0	0	107	0	0	0	0	107	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
19	0	0	0	659	0	0	0	0	659	0.0%	0.0%	0.0%	8.2%	0.0%	0.0%	0.0%	0.0%
20	0	0	60	10	0	0	0	0	70	0.0%	0.0%	1.2%	0.1%	0.0%	0.0%	0.0%	0.0%
21	120	0	0	0	0	0	0	0	120	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
22	3650	0	410	0	0	0	0	0	4060	56.5%	0.0%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%
23	85	0	155	0	0	0	0	0	240	1.3%	0.0%	3.2%	0.0%	0.0%	0.0%	0.0%	0.0%
24	220	0	40	0	0	0	0	0	260	3.4%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102

CAT ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*								PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*								
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	175	0	0	0	0	0	175	0.0%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
27	0	0	35	0	0	0	0	0	35	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
28	0	0	90	0	0	0	0	0	90	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%
29	0	0	90	0	0	0	0	0	90	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%
30	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
31	0	0	0	1320	0	0	0	0	1320	0.0%	0.0%	0.0%	16.5%	0.0%	0.0%	0.0%	0.0%
TOTAL	6465	0	4916	8019	0	0	0	0	19400	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	225	40.0%	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33	3.64	1
3	-NE-											
4	-NE-											
5	-NE-											
6	10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	16	0.63	0
7	-NE-											
8	2480	29.4%	0.0%	70.6%	0.0%	0.0%	0.0%	0.0%	0.0%	181	13.70	0
9	1640	33.5%	0.0%	66.5%	0.0%	0.0%	0.0%	0.0%	0.0%	355	4.62	0
10	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	15.00	0
11	-NE-											
12	595	98.3%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%	374	1.59	0
13	1812	0.0%	0.0%	6.6%	93.4%	0.0%	0.0%	0.0%	0.0%	1462	1.24	0
14	1937	0.9%	0.0%	20.9%	78.2%	0.0%	0.0%	0.0%	0.0%	5631	0.34	0
15	614	0.0%	0.0%	1.0%	99.0%	0.0%	0.0%	0.0%	0.0%	3485	0.17	1
16	2801	14.0%	0.0%	12.1%	73.8%	0.0%	0.0%	0.0%	0.0%	12281	0.23	0
17	-NE-											
18	107	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	127	0.84	0
19	659	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	842	0.78	0
20	70	0.0%	0.0%	85.7%	14.3%	0.0%	0.0%	0.0%	0.0%	52	1.35	0
21	120	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
22	4060	89.9%	0.0%	10.1%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
23	240	35.4%	0.0%	64.6%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
24	260	84.6%	0.0%	15.4%	0.0%	0.0%	0.0%	0.0%	0.0%	17	15.29	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102
CAT ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	175	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
26	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
27	35	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11	3.18	0
28	90	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	90.00	0
29	90	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	53	0.57	0
31	1320	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1611	0.82	0
TOTAL	19400	33.3%	0.0%	25.3%	41.3%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102

CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	1.23	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.23	0.17	-NE-				
2	11.09	0.0	11.14	0.0	0.0	0.0	0.0	0.0	22.23	3.72	33	0.41	0.06	0.47	1
3	-NE-														
4	-NE-														
5	-NE-														
6	0.0	0.0	0.0	0.75	0.0	0.0	0.0	0.0	0.75	0.17	16	0.05	0.01	0.06	0
7	-NE-														
8	89.92	0.0	144.18	0.0	0.0	0.0	0.0	0.0	234.10	41.03	181	1.29	0.23	1.52	0
9	67.74	0.0	89.98	0.0	0.0	0.0	0.0	0.0	157.72	27.13	355	0.44	0.08	0.52	0
10	1.85	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.85	0.25	1	1.85	0.25	2.10	0
11	-NE-														
12	72.06	0.0	0.79	0.0	0.0	0.0	0.0	0.0	72.84	9.84	374	0.19	0.03	0.22	0
13	0.0	0.0	9.91	127.27	0.0	0.0	0.0	0.0	137.18	29.98	1462	0.09	0.02	0.11	0
14	2.09	0.0	33.43	113.96	0.0	0.0	0.0	0.0	149.48	32.05	5631	0.03	0.01	0.03	0
15	0.0	0.0	0.47	42.67	0.0	0.0	0.0	0.0	43.14	10.16	3485	0.01	0.00	0.02	1
16	48.41	0.0	27.36	137.63	0.0	0.0	0.0	0.0	213.40	46.34	12281	0.02	0.00	0.02	0
17	-NE-														
18	0.0	0.0	0.0	7.48	0.0	0.0	0.0	0.0	7.48	1.77	127	0.06	0.01	0.07	0
19	0.0	0.0	0.0	43.33	0.0	0.0	0.0	0.0	43.33	10.90	842	0.05	0.01	0.06	0
20	0.0	0.0	4.72	0.75	0.0	0.0	0.0	0.0	5.47	1.16	52	0.11	0.02	0.13	0
21	14.78	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.78	1.99	-NE-				
22	449.58	0.0	33.84	0.0	0.0	0.0	0.0	0.0	483.42	67.17	-NE-				
23	10.47	0.0	12.78	0.0	0.0	0.0	0.0	0.0	23.24	3.97	-NE-				
24	27.10	0.0	3.30	0.0	0.0	0.0	0.0	0.0	30.40	4.30	17	1.79	0.25	2.04	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
CAT ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	13.76	0.0	0.0	0.0	0.0	0.0	13.76	2.90	-NE-				
26	0.0	0.0	0.41	0.0	0.0	0.0	0.0	0.0	0.41	0.08	1	0.41	0.08	0.50	0
27	0.0	0.0	2.89	0.0	0.0	0.0	0.0	0.0	2.89	0.58	11	0.26	0.05	0.32	0
28	0.0	0.0	7.43	0.0	0.0	0.0	0.0	0.0	7.43	1.49	1	7.43	1.49	8.92	0
29	0.0	0.0	7.43	0.0	0.0	0.0	0.0	0.0	7.43	1.49	-NE-				
30	0.0	0.0	0.0	2.26	0.0	0.0	0.0	0.0	2.26	0.50	53	0.04	0.01	0.05	0
31	0.0	0.0	0.0	99.29	0.0	0.0	0.0	0.0	99.29	21.84	1611	0.06	0.01	0.08	0
TOTAL	796.31	0.0	403.83	575.38	0.0	0.0	0.0	0.0	1775.51	320.97					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	1.23	0.17	0.36	1.76	29.9%	70.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	22.23	3.72	8.08	34.03	34.7%	32.6%	0.0%	32.7%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	-NE-												
5	-NE-												
6	0.75	0.17	0.36	1.28	41.1%	0.0%	0.0%	0.0%	58.9%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	234.10	41.03	89.01	364.15	35.7%	24.7%	0.0%	39.6%	0.0%	0.0%	0.0%	0.0%	0.0%
9	157.72	27.13	58.86	243.72	35.3%	27.8%	0.0%	36.9%	0.0%	0.0%	0.0%	0.0%	0.0%
10	1.85	0.25	0.54	2.63	29.9%	70.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	-NE-												
12	72.84	9.84	21.36	104.04	30.0%	69.3%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
13	137.18	29.98	65.04	232.19	40.9%	0.0%	0.0%	4.3%	54.8%	0.0%	0.0%	0.0%	0.0%
14	149.48	32.05	69.52	251.05	40.5%	0.8%	0.0%	13.3%	45.4%	0.0%	0.0%	0.0%	0.0%
15	43.14	10.16	22.04	75.33	42.7%	0.0%	0.0%	0.6%	56.6%	0.0%	0.0%	0.0%	0.0%
16	213.40	46.34	100.54	360.27	40.8%	13.4%	0.0%	7.6%	38.2%	0.0%	0.0%	0.0%	0.0%
17	-NE-												
18	7.48	1.77	3.84	13.09	42.9%	0.0%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%
19	43.33	10.90	23.65	77.89	44.4%	0.0%	0.0%	0.0%	55.6%	0.0%	0.0%	0.0%	0.0%
20	5.47	1.16	2.51	9.14	40.2%	0.0%	0.0%	51.6%	8.2%	0.0%	0.0%	0.0%	0.0%
21	14.78	1.99	4.31	21.07	29.9%	70.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
22**	483.42	67.17	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
23	23.24	3.97	8.61	35.83	35.1%	29.2%	0.0%	35.7%	0.0%	0.0%	0.0%	0.0%	0.0%
24	30.40	4.30	9.33	44.03	31.0%	61.5%	0.0%	7.5%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

** ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102

CAT ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	13.76	2.90	6.28	22.94	40.0%	0.0%	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0.41	0.08	0.18	0.67	38.8%	0.0%	0.0%	61.2%	0.0%	0.0%	0.0%	0.0%	0.0%
27	2.89	0.58	1.26	4.72	38.8%	0.0%	0.0%	61.2%	0.0%	0.0%	0.0%	0.0%	0.0%
28	7.43	1.49	3.23	12.15	38.8%	0.0%	0.0%	61.2%	0.0%	0.0%	0.0%	0.0%	0.0%
29	7.43	1.49	3.23	12.15	38.8%	0.0%	0.0%	61.2%	0.0%	0.0%	0.0%	0.0%	0.0%
30	2.26	0.50	1.08	3.83	41.1%	0.0%	0.0%	0.0%	58.9%	0.0%	0.0%	0.0%	0.0%
31	99.29	21.84	47.38	168.51	41.1%	0.0%	0.0%	0.0%	58.9%	0.0%	0.0%	0.0%	0.0%
TOTAL	1292.09	253.80	550.60	2096.48	38.4%	16.5%	0.0%	17.6%	27.4%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

Part II, Section C

Serials

C. Serials

The serials department was defined as the administrative unit or personnel (if there was no distinct department) in charge of handling serials, which included ordering, checking-in, cataloging and preparation for binding. The reader is directed to Form Number 6, Serials Check-in and Cataloging Activity Sheet, appearing in Appendix C, for a list of activities and the definitions of those activities used during data collection. These activities correspond to the first eighteen activities noted in the following tables. Also appearing in Appendix C are the revisions, or interpretations, made by each case study where these definitions differed from those indicated on the data collection instrument. These adaptations should be carefully reviewed before interpreting the data appearing in the following tables. In addition, Appendix C lists those activities above number seventeen which represent unique activities for each of the case studies.

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	250	0	4128	0	0	0	0	0	4378	8.7%	0.0%	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	105	0	515	0	0	0	0	0	620	3.7%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
3	65	0	1577	0	0	0	0	0	1642	2.3%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0	0	7730	0	0	0	0	0	7730	0.0%	0.0%	11.2%	0.0%	0.0%	0.0%	0.0%	0.0%
5	1170	0	590	0	0	0	0	0	1760	40.9%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
6	240	0	620	0	0	0	0	0	860	8.4%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	20	0	950	0	0	0	0	0	970	0.7%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%
9	0	0	725	0	410	0	0	0	1135	0.0%	0.0%	1.1%	0.0%	7.0%	0.0%	0.0%	0.0%
10	0	0	9880	2955	2820	0	0	0	15655	0.0%	0.0%	14.3%	54.9%	48.3%	0.0%	0.0%	0.0%
11	0	0	465	0	0	0	0	0	465	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
12	0	0	125	0	0	0	0	0	125	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	2748	0	0	0	0	0	2748	0.0%	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%
14	0	0	1775	0	0	0	0	0	1775	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%
15	55	0	125	0	0	0	0	0	180	1.9%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
16	0	0	1871	0	0	0	0	0	1871	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%
17	615	0	23087	1025	1310	0	0	0	26037	21.5%	0.0%	33.5%	19.0%	22.5%	0.0%	0.0%	0.0%
18	90	0	2795	285	358	0	0	0	3528	3.1%	0.0%	4.1%	5.3%	6.1%	0.0%	0.0%	0.0%
19	250	0	0	0	0	0	0	0	250	8.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20	0	0	1335	0	0	0	0	0	1335	0.0%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%
21	0	0	0	300	0	0	0	0	300	0.0%	0.0%	0.0%	5.6%	0.0%	0.0%	0.0%	0.0%
22	0	0	365	0	275	0	0	0	640	0.0%	0.0%	0.5%	0.0%	4.7%	0.0%	0.0%	0.0%
23	0	0	1740	0	270	0	0	0	2010	0.0%	0.0%	2.5%	0.0%	4.6%	0.0%	0.0%	0.0%
24	0	0	120	0	0	0	0	0	120	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME-MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	240	0	0	0	0	0	240	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	2560	0	135	0	0	0	2695	0.0%	0.0%	3.7%	0.0%	2.3%	0.0%	0.0%	0.0%
27	0	0	0	820	255	0	0	0	1075	0.0%	0.0%	0.0%	15.2%	4.4%	0.0%	0.0%	0.0%
28	0	0	885	0	0	0	0	0	885	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
29	0	0	165	0	0	0	0	0	165	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
30	0	0	30	0	0	0	0	0	30	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31	0	0	115	0	0	0	0	0	115	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
32	0	0	1450	0	0	0	0	0	1450	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%
33	0	0	255	0	0	0	0	0	255	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	2860	0	68966	5385	5833	0	0	0	83044	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	4378	5.7%	0.0%	94.3%	0.0%	0.0%	0.0%	0.0%	0.0%	432	3.31	1
2	620	16.9%	0.0%	83.1%	0.0%	0.0%	0.0%	0.0%	0.0%	25	7.40	1
3	1642	4.0%	0.0%	96.0%	0.0%	0.0%	0.0%	0.0%	0.0%	22521	0.05	1
4	7730	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5349	1.45	0
5	1760	66.5%	0.0%	33.5%	0.0%	0.0%	0.0%	0.0%	0.0%	172	10.23	0
6	860	27.9%	0.0%	72.1%	0.0%	0.0%	0.0%	0.0%	0.0%	226	3.81	0
7	-NE-											
8	970	2.1%	0.0%	97.9%	0.0%	0.0%	0.0%	0.0%	0.0%	135	7.19	0
9	1135	0.0%	0.0%	63.9%	0.0%	36.1%	0.0%	0.0%	0.0%	345	3.14	1
10	15655	0.0%	0.0%	63.1%	18.9%	18.0%	0.0%	0.0%	0.0%	2751	5.02	1
11	465	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	115	3.78	1
12	125	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	19	3.42	1
13	2748	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	868	3.17	0
14	1775	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1500	1.01	1
15	180	30.6%	0.0%	69.4%	0.0%	0.0%	0.0%	0.0%	0.0%	28	4.46	1
16	1871	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	689	2.63	1
17	26037	2.4%	0.0%	88.7%	3.9%	5.0%	0.0%	0.0%	0.0%	-NE-		
18	3528	2.6%	0.0%	79.2%	8.1%	10.1%	0.0%	0.0%	0.0%	-NE-		
19	250	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
20	1335	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	38	26.58	1
21	300	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	30	10.00	0
22	640	0.0%	0.0%	57.0%	0.0%	43.0%	0.0%	0.0%	0.0%	955	0.67	0
23	2010	0.0%	0.0%	86.6%	0.0%	13.4%	0.0%	0.0%	0.0%	596	3.37	0
24	120	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11	10.91	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	240	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
26	2695	0.0%	0.0%	95.0%	0.0%	5.0%	0.0%	0.0%	0.0%	1549	1.43	1
27	1075	0.0%	0.0%	0.0%	76.3%	23.7%	0.0%	0.0%	0.0%	-NE-		
28	885	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	165	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	75	0.93	1
30	30	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	115	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	79	0.63	1
32	1450	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	134	4.51	1
33	255	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	83044	3.4%	0.0%	83.0%	6.5%	7.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	50.68	0.0	389.40	0.0	0.0	0.0	0.0	0.0	440.08	26.51	432	0.31	0.02	0.33	1
2	21.29	0.0	67.14	0.0	0.0	0.0	0.0	0.0	88.43	3.75	25	1.23	0.04	1.27	1
3	13.18	0.0	179.27	0.0	0.0	0.0	0.0	0.0	192.45	9.94	22521	0.01	0.00	0.01	1
4	0.0	0.0	809.81	0.0	0.0	0.0	0.0	0.0	809.81	46.80	5349	0.15	0.01	0.16	0
5	237.19	0.0	61.81	0.0	0.0	0.0	0.0	0.0	299.00	10.66	172	1.74	0.06	1.80	0
6	48.65	0.0	64.95	0.0	0.0	0.0	0.0	0.0	113.61	5.21	226	0.50	0.02	0.53	0
7	-NE-														
8	4.05	0.0	99.52	0.0	0.0	0.0	0.0	0.0	103.58	5.87	135	0.77	0.04	0.81	0
9	0.0	0.0	77.83	0.0	15.72	0.0	0.0	0.0	93.55	6.87	345	0.25	0.02	0.27	1
10	0.0	0.0	789.74	195.57	109.14	0.0	0.0	0.0	1094.44	94.78	2751	0.37	0.03	0.40	1
11	0.0	0.0	49.84	0.0	0.0	0.0	0.0	0.0	49.84	2.82	115	0.40	0.02	0.42	1
12	0.0	0.0	15.35	0.0	0.0	0.0	0.0	0.0	15.35	0.76	19	0.36	0.02	0.38	1
13	0.0	0.0	273.28	0.0	0.0	0.0	0.0	0.0	273.28	16.64	868	0.31	0.02	0.33	0
14	0.0	0.0	165.59	0.0	0.0	0.0	0.0	0.0	165.59	10.75	1500	0.09	0.01	0.10	1
15	11.15	0.0	13.10	0.0	0.0	0.0	0.0	0.0	24.25	1.09	28	0.47	0.03	0.49	1
16	0.0	0.0	198.27	0.0	0.0	0.0	0.0	0.0	198.27	11.33	689	0.28	0.02	0.29	1
17	124.68	0.0	2599.74	70.31	50.65	0.0	0.0	0.0	2845.37	157.64	-NE-				
18	18.25	0.0	287.65	18.55	13.86	0.0	0.0	0.0	338.31	21.36	-NE-				
19	50.68	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.68	1.51	-NE-				
20	0.0	0.0	140.82	0.0	0.0	0.0	0.0	0.0	140.82	8.08	38	2.78	0.16	2.95	1
21	0.0	0.0	0.0	24.30	0.0	0.0	0.0	0.0	24.30	1.82	30	0.81	0.06	0.87	0
22	0.0	0.0	38.24	0.0	10.54	0.0	0.0	0.0	48.78	3.87	955	0.05	0.00	0.06	0
23	0.0	0.0	182.29	0.0	10.35	0.0	0.0	0.0	192.64	12.17	596	0.32	0.02	0.34	0
24	0.0	0.0	12.57	0.0	0.0	0.0	0.0	0.0	12.57	0.73	11	1.14	0.07	1.21	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	25.14	0.0	0.0	0.0	0.0	0.0	25.14	1.45	-NE-				
26	0.0	0.0	258.40	0.0	5.17	0.0	0.0	0.0	263.58	16.32	1549	0.14	0.01	0.14	1
27	0.0	0.0	0.0	48.29	9.99	0.0	0.0	0.0	58.28	6.51	-NE-				
28	0.0	0.0	125.99	0.0	0.0	0.0	0.0	0.0	125.99	5.36	-NE-				
29	0.0	0.0	20.86	0.0	0.0	0.0	0.0	0.0	20.86	1.00	75	0.10	0.01	0.10	1
30	0.0	0.0	4.27	0.0	0.0	0.0	0.0	0.0	4.27	0.18	-NE-				
31	0.0	0.0	12.05	0.0	0.0	0.0	0.0	0.0	12.05	0.70	79	0.07	0.00	0.07	1
32	0.0	0.0	151.91	0.0	0.0	0.0	0.0	0.0	151.91	8.78	134	0.47	0.03	0.50	1
33	0.0	0.0	26.71	0.0	0.0	0.0	0.0	0.0	26.71	1.54	-NE-				
TOTAL	579.79	0.0	7141.52	357.01	225.41	0.0	0.0	0.0	8303.73	502.77					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	440.08	26.51	230.62	697.21	36.9%	7.3%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
2	88.43	3.75	32.66	124.84	29.2%	17.1%	0.0%	53.8%	0.0%	0.0%	0.0%	0.0%	0.0%
3	192.45	9.94	86.50	288.89	33.4%	4.6%	0.0%	62.1%	0.0%	0.0%	0.0%	0.0%	0.0%
4	809.81	46.80	407.20	1263.81	35.9%	0.0%	0.0%	64.1%	0.0%	0.0%	0.0%	0.0%	0.0%
5	299.00	10.66	92.71	402.36	25.7%	58.9%	0.0%	15.4%	0.0%	0.0%	0.0%	0.0%	0.0%
6	113.61	5.21	45.30	164.12	30.8%	29.6%	0.0%	39.6%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	103.58	5.87	51.10	160.55	35.5%	2.5%	0.0%	62.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	93.55	6.87	59.79	160.21	41.6%	0.0%	0.0%	48.6%	0.0%	9.8%	0.0%	0.0%	0.0%
10	1094.44	94.78	824.67	2013.89	45.7%	0.0%	0.0%	39.2%	9.7%	5.4%	0.0%	0.0%	0.0%
11	49.84	2.82	24.50	77.15	35.4%	0.0%	0.0%	64.6%	0.0%	0.0%	0.0%	0.0%	0.0%
12	15.35	0.76	6.58	22.69	32.4%	0.0%	0.0%	67.6%	0.0%	0.0%	0.0%	0.0%	0.0%
13	273.28	16.64	144.76	434.67	37.1%	0.0%	0.0%	62.9%	0.0%	0.0%	0.0%	0.0%	0.0%
14	165.59	10.75	93.50	269.84	38.6%	0.0%	0.0%	61.4%	0.0%	0.0%	0.0%	0.0%	0.0%
15	24.25	1.09	9.48	34.82	30.4%	32.0%	0.0%	37.6%	0.0%	0.0%	0.0%	0.0%	0.0%
16	198.27	11.33	98.56	308.15	35.7%	0.0%	0.0%	64.3%	0.0%	0.0%	0.0%	0.0%	0.0%
17##	2845.37	157.64	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	338.31	21.36	185.85	545.51	38.0%	3.3%	0.0%	52.7%	3.4%	2.5%	0.0%	0.0%	0.0%
19	50.68	1.51	13.17	65.36	22.5%	77.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20	140.82	8.08	70.32	219.23	35.8%	0.0%	0.0%	64.2%	0.0%	0.0%	0.0%	0.0%	0.0%
21	24.30	1.82	15.80	41.92	42.0%	0.0%	0.0%	0.0%	58.0%	0.0%	0.0%	0.0%	0.0%
22	48.78	3.87	33.71	86.37	43.5%	0.0%	0.0%	44.3%	0.0%	12.2%	0.0%	0.0%	0.0%
23	192.64	12.17	105.88	310.69	38.0%	0.0%	0.0%	58.7%	0.0%	3.3%	0.0%	0.0%	0.0%
24	12.57	0.73	6.32	19.62	35.9%	0.0%	0.0%	64.1%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	25.14	1.45	12.64	39.24	35.9%	0.0%	0.0%	64.1%	0.0%	0.0%	0.0%	0.0%	0.0%
26	263.58	16.32	141.97	421.86	37.5%	0.0%	0.0%	61.3%	0.0%	1.2%	0.0%	0.0%	0.0%
27	58.28	6.51	56.63	121.41	52.0%	0.0%	0.0%	0.0%	39.8%	8.2%	0.0%	0.0%	0.0%
28	125.99	5.36	46.62	177.97	29.2%	0.0%	0.0%	70.8%	0.0%	0.0%	0.0%	0.0%	0.0%
29	20.86	1.00	8.69	30.55	31.7%	0.0%	0.0%	68.3%	0.0%	0.0%	0.0%	0.0%	0.0%
30	4.27	0.18	1.58	6.03	29.2%	0.0%	0.0%	70.8%	0.0%	0.0%	0.0%	0.0%	0.0%
31	12.05	0.70	6.06	18.80	35.9%	0.0%	0.0%	64.1%	0.0%	0.0%	0.0%	0.0%	0.0%
32	151.91	8.78	76.38	237.07	35.9%	0.0%	0.0%	64.1%	0.0%	0.0%	0.0%	0.0%	0.0%
33	26.71	1.54	13.43	41.69	35.9%	0.0%	0.0%	64.1%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	5458.36	345.14	3003.01	8806.50	38.0%	5.2%	0.0%	51.6%	3.3%	2.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*								TOTAL	PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H		A	B	C	D	E	F	G	H
1	1180	0	4924	735	1425	0	0	0	8264	2.2%	0.0%	6.2%	2.9%	4.0%	0.0%	0.0%	0.0%
2	7445	0	670	985	0	0	0	0	9100	13.6%	0.0%	0.8%	3.9%	0.0%	0.0%	0.0%	0.0%
3	5090	0	315	770	1315	0	0	0	7490	9.3%	0.0%	0.4%	3.1%	3.7%	0.0%	0.0%	0.0%
4	170	0	13440	2135	7410	0	0	0	23155	0.3%	0.0%	16.8%	8.5%	21.0%	0.0%	0.0%	0.0%
5	1925	0	0	0	0	0	0	0	1925	3.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	1215	0	0	0	0	0	0	0	1215	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	255	0	0	0	0	0	0	0	255	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	975	0	1460	1055	865	0	0	0	4355	1.8%	0.0%	1.8%	4.2%	2.5%	0.0%	0.0%	0.0%
9	45	0	5278	245	110	0	0	0	5678	0.1%	0.0%	6.6%	1.0%	0.3%	0.0%	0.0%	0.0%
10	55	0	14348	930	7905	0	0	0	23238	0.1%	0.0%	18.0%	3.7%	22.4%	0.0%	0.0%	0.0%
11	1280	0	1630	245	2208	0	0	0	5363	2.3%	0.0%	2.0%	1.0%	6.3%	0.0%	0.0%	0.0%
12	140	0	82	130	245	0	0	0	597	0.3%	0.0%	0.1%	0.5%	0.7%	0.0%	0.0%	0.0%
13	5195	0	4558	0	4500	0	0	0	14253	9.5%	0.0%	5.7%	0.0%	12.8%	0.0%	0.0%	0.0%
14	830	0	1070	2330	0	0	0	0	4230	1.5%	0.0%	1.3%	9.3%	0.0%	0.0%	0.0%	0.0%
15	840	0	0	0	0	0	0	0	840	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	0	0	60	2705	0	0	0	0	2765	0.0%	0.0%	0.1%	10.8%	0.0%	0.0%	0.0%	0.0%
17	23220	0	19875	5805	3215	0	0	0	52115	42.4%	0.0%	24.9%	23.2%	9.1%	0.0%	0.0%	0.0%
18	1115	0	1830	565	380	0	0	0	3890	2.0%	0.0%	2.3%	2.3%	1.1%	0.0%	0.0%	0.0%
19	235	0	1210	0	2145	0	0	0	3590	0.4%	0.0%	1.5%	0.0%	6.1%	0.0%	0.0%	0.0%
20	535	0	3411	260	435	0	0	0	4641	1.0%	0.0%	4.3%	1.0%	1.2%	0.0%	0.0%	0.0%
21	0	0	1991	0	1865	0	0	0	3856	0.0%	0.0%	2.5%	0.0%	5.3%	0.0%	0.0%	0.0%
22	1365	0	0	900	0	0	0	0	2265	2.5%	0.0%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%
23	1270	0	2060	3795	0	0	0	0	7125	2.3%	0.0%	2.6%	15.1%	0.0%	0.0%	0.0%	0.0%
24	70	0	0	0	0	0	0	0	70	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	0	555	0	0	0	555	0.0%	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%
26	0	0	135	0	600	0	0	0	735	0.0%	0.0%	0.2%	0.0%	1.7%	0.0%	0.0%	0.0%
27	0	0	0	0	70	0	0	0	70	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%
28	0	0	172	0	0	0	0	0	172	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
29	0	0	1045	0	0	0	0	0	1045	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
30	0	0	90	0	0	0	0	0	90	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
31	0	0	55	0	0	0	0	0	55	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	1300	0	0	0	0	1300	0.0%	0.0%	0.0%	5.2%	0.0%	0.0%	0.0%	0.0%
33	0	0	0	100	0	0	0	0	100	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
34	0	0	200	60	0	0	0	0	260	0.0%	0.0%	0.3%	0.2%	0.0%	0.0%	0.0%	0.0%
35	275	0	0	0	0	0	0	0	275	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	54725	0	79909	25050	35248	0	0	0	194932	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	8264	14.3%	0.0%	59.6%	8.9%	17.2%	0.0%	0.0%	0.0%	1110	2.43	1
2	9100	81.8%	0.0%	7.4%	10.8%	0.0%	0.0%	0.0%	0.0%	815	11.10	1
3	7490	68.0%	0.0%	4.2%	10.3%	17.6%	0.0%	0.0%	0.0%	1745	4.21	1
4	23155	0.7%	0.0%	58.0%	9.2%	32.0%	0.0%	0.0%	0.0%	12896	1.77	1
5	1925	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	78	24.68	0
6	1215	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	67	18.13	0
7	255	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11	23.18	0
8	4355	22.4%	0.0%	33.5%	24.2%	19.9%	0.0%	0.0%	0.0%	356	11.39	1
9	5678	0.8%	0.0%	93.0%	4.3%	1.9%	0.0%	0.0%	0.0%	856	6.39	1
10	23238	0.2%	0.0%	61.7%	4.0%	34.0%	0.0%	0.0%	0.0%	7880	2.87	1
11	5363	23.9%	0.0%	30.4%	4.6%	41.2%	0.0%	0.0%	0.0%	590	9.09	0
12	597	23.5%	0.0%	13.7%	21.8%	41.0%	0.0%	0.0%	0.0%	68	8.10	1
13	14253	36.4%	0.0%	32.0%	0.0%	31.6%	0.0%	0.0%	0.0%	1337	9.70	1
14	4230	19.6%	0.0%	25.3%	55.1%	0.0%	0.0%	0.0%	0.0%	633	6.68	0
15	840	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	114	2.98	1
16	2765	0.0%	0.0%	2.2%	97.8%	0.0%	0.0%	0.0%	0.0%	360	7.51	1
17	52115	44.6%	0.0%	38.1%	11.1%	6.2%	0.0%	0.0%	0.0%	-NE-		
18	3890	28.7%	0.0%	47.0%	14.5%	9.8%	0.0%	0.0%	0.0%	-NE-		
19	3590	6.5%	0.0%	33.7%	0.0%	59.7%	0.0%	0.0%	0.0%	4541	0.64	1
20	4641	11.5%	0.0%	73.5%	5.6%	9.4%	0.0%	0.0%	0.0%	987	3.85	1
21	3856	0.0%	0.0%	51.6%	0.0%	48.4%	0.0%	0.0%	0.0%	2169	0.82	1
22	2265	60.3%	0.0%	0.0%	39.7%	0.0%	0.0%	0.0%	0.0%	164	13.81	0
23	7125	17.8%	0.0%	28.9%	53.3%	0.0%	0.0%	0.0%	0.0%	1826	3.90	0
24	70	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6	11.67	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

937

938

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	555	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	39	2.82	1
26	735	0.0%	0.0%	18.4%	0.0%	81.6%	0.0%	0.0%	0.0%	720	0.81	1
27	70	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	125	0.40	1
28	172	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
29	1045	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
30	90	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
31	55	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8	6.88	0
32	1300	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	448	2.90	0
33	100	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	720	0.14	0
34	260	0.0%	0.0%	76.9%	23.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
35	275	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	210	1.31	0
TOTAL	194932	28.1%	0.0%	41.0%	12.9%	18.1%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST, \$	ADMIN.# TASK COST, \$	VOL- UME	DIRECT UNIT COST, \$	ADMIN.# UNIT COST, \$	TOTAL UNIT COST, \$	INC
	A	B	C	D	E	F	G	H							
1	159.77	0.0	255.46	36.49	54.86	0.0	0.0	0.0	506.58	43.61	1110	0.11	0.01	0.13	1
2	894.34	0.0	51.16	51.25	0.0	0.0	0.0	0.0	996.74	48.02	815	1.22	0.06	1.27	1
3	633.66	0.0	23.76	44.24	50.63	0.0	0.0	0.0	752.28	39.52	1745	0.43	0.02	0.45	1
4	19.90	0.0	732.33	106.00	285.28	0.0	0.0	0.0	1143.52	122.18	12896	0.09	0.01	0.10	1
5	242.16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	242.16	10.16	78	3.10	0.13	3.23	0
6	161.62	0.0	0.0	0.0	0.0	0.0	0.0	0.0	161.62	6.41	67	2.41	0.10	2.51	0
7	33.04	0.0	0.0	0.0	0.0	0.0	0.0	0.0	33.04	1.35	11	3.00	0.12	3.13	0
8	118.21	0.0	105.04	52.38	33.30	0.0	0.0	0.0	308.94	22.98	356	0.84	0.06	0.90	1
9	5.90	0.0	356.04	12.16	4.23	0.0	0.0	0.0	378.34	29.96	856	0.43	0.03	0.46	1
10	5.78	0.0	884.79	46.17	304.34	0.0	0.0	0.0	1241.09	122.62	7880	0.15	0.02	0.17	1
11	129.60	0.0	102.14	12.16	85.01	0.0	0.0	0.0	328.91	28.30	590	0.56	0.05	0.61	0
12	18.23	0.0	4.51	6.45	9.43	0.0	0.0	0.0	38.62	3.15	68	0.53	0.04	0.58	1
13	644.99	0.0	336.68	0.0	173.25	0.0	0.0	0.0	1154.92	75.21	1337	0.82	0.05	0.87	1
14	96.65	0.0	81.81	117.40	0.0	0.0	0.0	0.0	295.86	22.32	633	0.47	0.04	0.50	0
15	101.33	0.0	0.0	0.0	0.0	0.0	0.0	0.0	101.33	4.43	114	0.36	0.02	0.38	1
16	0.0	0.0	3.30	162.87	0.0	0.0	0.0	0.0	166.17	14.59	360	0.45	0.04	0.49	1
17	3179.03	0.0	1397.45	303.77	123.78	0.0	0.0	0.0	5004.02	275.00	-NE-				
18	140.41	0.0	111.56	30.12	14.63	0.0	0.0	0.0	296.72	20.53	-NE-				
19	35.49	0.0	66.14	0.0	82.58	0.0	0.0	0.0	184.21	18.94	4541	0.03	0.00	0.04	1
20	63.30	0.0	249.19	12.91	16.75	0.0	0.0	0.0	342.15	24.49	987	0.27	0.02	0.29	1
21	0.0	0.0	112.17	0.0	71.80	0.0	0.0	0.0	183.97	20.35	2169	0.04	0.00	0.04	1
22	139.09	0.0	0.0	44.68	0.0	0.0	0.0	0.0	183.77	11.95	164	1.12	0.07	1.19	0
23	163.00	0.0	190.78	192.16	0.0	0.0	0.0	0.0	545.95	37.60	1826	0.30	0.02	0.32	0
24	9.05	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.05	0.37	6	1.51	0.06	1.57	0

NOTE: -NE-, NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	0.0	21.37	0.0	0.0	0.0	21.37	2.93	39	0.11	0.01	0.12	1
26	0.0	0.0	6.77	0.0	23.10	0.0	0.0	0.0	29.87	3.88	720	0.03	0.00	0.04	1
27	0.0	0.0	0.0	0.0	2.69	0.0	0.0	0.0	2.69	0.37	125	0.02	0.00	0.02	1
28	0.0	0.0	9.46	0.0	0.0	0.0	0.0	0.0	9.46	0.91	-NE-				
29	0.0	0.0	63.28	0.0	0.0	0.0	0.0	0.0	63.28	5.51	-NE-				
30	0.0	0.0	4.95	0.0	0.0	0.0	0.0	0.0	4.95	0.47	-NE-				
31	0.0	0.0	2.60	0.0	0.0	0.0	0.0	0.0	2.60	0.29	8	0.32	0.04	0.36	0
32	0.0	0.0	0.0	78.27	0.0	0.0	0.0	0.0	78.27	6.86	448	0.17	0.02	0.19	0
33	0.0	0.0	0.0	6.02	0.0	0.0	0.0	0.0	6.02	0.53	720	0.01	0.00	0.01	0
34	0.0	0.0	10.48	2.98	0.0	0.0	0.0	0.0	13.46	1.37	-NE-				
35	32.76	0.0	0.0	0.0	0.0	0.0	0.0	0.0	32.76	1.45	210	0.16	0.01	0.16	0
TOTAL	7027.30	0.0	5161.81	1318.49	1357.04	0.0	0.0	0.0	14864.62	1028.61					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	506.58	43.61	305.47	855.65	40.8%	18.7%	0.0%	29.9%	4.3%	6.4%	0.0%	0.0%	0.0%
2	996.74	48.02	336.37	1381.13	27.8%	64.8%	0.0%	3.7%	3.7%	0.0%	0.0%	0.0%	0.0%
3	752.28	39.52	276.86	1068.66	29.6%	59.3%	0.0%	2.2%	4.1%	4.7%	0.0%	0.0%	0.0%
4	1143.52	122.19	855.89	2121.59	46.1%	0.9%	0.0%	34.5%	5.0%	13.4%	0.0%	0.0%	0.0%
5	242.16	10.16	71.15	323.47	25.1%	74.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	161.62	6.41	44.91	212.94	24.1%	75.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	33.04	1.35	9.43	43.82	24.6%	75.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	308.94	22.98	160.98	492.89	37.3%	24.0%	0.0%	21.3%	10.6%	6.8%	0.0%	0.0%	0.0%
9	378.34	29.96	209.88	618.18	38.8%	1.0%	0.0%	57.6%	2.0%	0.7%	0.0%	0.0%	0.0%
10	1241.09	122.62	858.96	2222.67	44.2%	0.3%	0.0%	39.8%	2.1%	13.7%	0.0%	0.0%	0.0%
11	328.91	28.30	198.24	555.44	40.8%	23.3%	0.0%	18.4%	2.2%	15.3%	0.0%	0.0%	0.0%
12	38.62	3.15	22.07	63.84	39.5%	28.5%	0.0%	7.1%	10.1%	14.8%	0.0%	0.0%	0.0%
13	1154.92	75.21	526.84	1756.97	34.3%	36.7%	0.0%	19.2%	0.0%	9.9%	0.0%	0.0%	0.0%
14	295.86	22.32	156.36	474.54	37.7%	20.4%	0.0%	17.2%	24.7%	0.0%	0.0%	0.0%	0.0%
15	101.33	4.43	31.05	136.81	25.9%	74.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	166.17	14.59	102.20	282.97	41.3%	0.0%	0.0%	1.2%	57.6%	0.0%	0.0%	0.0%	0.0%
17##	5004.02	275.00	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	296.72	20.53	143.79	461.03	35.6%	30.5%	0.0%	24.2%	6.5%	3.2%	0.0%	0.0%	0.0%
19	184.21	18.94	132.70	335.85	45.2%	10.6%	0.0%	19.7%	0.0%	24.6%	0.0%	0.0%	0.0%
20	342.15	24.49	171.55	538.18	36.4%	11.8%	0.0%	46.3%	2.4%	3.1%	0.0%	0.0%	0.0%
21	183.97	20.35	142.53	346.85	47.0%	0.0%	0.0%	32.3%	0.0%	20.7%	0.0%	0.0%	0.0%
22	183.77	11.95	83.72	279.45	34.2%	49.8%	0.0%	0.0%	16.0%	0.0%	0.0%	0.0%	0.0%
23	545.95	37.60	263.36	846.91	35.5%	19.2%	0.0%	22.5%	22.7%	0.0%	0.0%	0.0%	0.0%
24	9.05	0.37	2.59	12.00	24.6%	75.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK; E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	21.37	2.93	20.51	44.81	52.3%	0.0%	0.0%	0.0%	0.0%	47.7%	0.0%	0.0%	0.0%
26	29.87	3.88	27.17	60.92	51.0%	0.0%	0.0%	11.1%	0.0%	37.9%	0.0%	0.0%	0.0%
27	2.69	0.37	2.59	5.65	52.3%	0.0%	0.0%	0.0%	0.0%	47.7%	0.0%	0.0%	0.0%
28	9.46	0.91	6.36	16.73	43.4%	0.0%	0.0%	56.6%	0.0%	0.0%	0.0%	0.0%	0.0%
29	63.28	5.51	38.63	107.42	41.1%	0.0%	0.0%	58.9%	0.0%	0.0%	0.0%	0.0%	0.0%
30	4.95	0.47	3.33	8.75	43.4%	0.0%	0.0%	56.6%	0.0%	0.0%	0.0%	0.0%	0.0%
31	2.60	0.29	2.03	4.92	47.2%	0.0%	0.0%	52.8%	0.0%	0.0%	0.0%	0.0%	0.0%
32	78.27	6.86	48.05	133.19	41.2%	0.0%	0.0%	0.0%	58.8%	0.0%	0.0%	0.0%	0.0%
33	6.02	0.53	3.70	10.25	41.2%	0.0%	0.0%	0.0%	58.8%	0.0%	0.0%	0.0%	0.0%
34	13.46	1.37	9.61	24.44	44.9%	0.0%	0.0%	42.9%	12.2%	0.0%	0.0%	0.0%	0.0%
35	32.76	1.45	10.16	44.37	26.2%	73.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	9860.61	753.61	5279.01	15893.23	38.0%	24.2%	0.0%	23.7%	6.4%	7.8%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;

E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
SERIALS ACTIVITY SHEET SUMMARY 1: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	175	0	0	0	0	0	175	0.0%	0.0%	29.8%	0.0%	0.0%	0.0%	0.0%	0.0%
2		-NE-															
3		-NE-															
4	0	0	142	0	0	0	0	0	142	0.0%	0.0%	24.2%	0.0%	0.0%	0.0%	0.0%	0.0%
5		-NE-															
6		-NE-															
7		-NE-															
8		-NE-															
9	0	0	110	0	0	0	0	0	110	0.0%	0.0%	18.7%	0.0%	0.0%	0.0%	0.0%	0.0%
10		-NE-															
11		-NE-															
12	0	0	45	0	0	0	0	0	45	0.0%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%
13		-NE-															
14		-NE-															
15		-NE-															
16	0	0	45	0	0	0	0	0	45	0.0%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%
17		-NE-															
18	0	0	70	0	0	0	0	0	70	0.0%	0.0%	11.9%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	587	0	0	0	0	0	587	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 401
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	175	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	-NE-											
3	-NE-											
4	142	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	376	0.38	0
5	-NE-											
6	-NE-											
7	-NE-											
8	-NE-											
9	110	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14	7.86	0
10	-NE-											
11	-NE-											
12	45	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9	5.00	0
13	-NE-											
14	-NE-											
15	-NE-											
16	45	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10	4.50	0
17	-NE-											
18	70	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	587	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 401
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	8.54	0.0	0.0	0.0	0.0	0.0	8.54	0.0	-NE-				
2		-NE-													
3		-NE-													
4	0.0	0.0	6.93	0.0	0.0	0.0	0.0	0.0	6.93	0.0	376	0.02	0.0	0.02	0
5		-NE-													
6		-NE-													
7		-NE-													
8		-NE-													
9	0.0	0.0	5.37	0.0	0.0	0.0	0.0	0.0	5.37	0.0	14	0.38	0.0	0.38	0
10		-NE-													
11		-NE-													
12	0.0	0.0	2.20	0.0	0.0	0.0	0.0	0.0	2.20	0.0	9	0.24	0.0	0.24	0
13		-NE-													
14		-NE-													
15		-NE-													
16	0.0	0.0	2.20	0.0	0.0	0.0	0.0	0.0	2.20	0.0	10	0.22	0.0	0.22	0
17		-NE-													
18	0.0	0.0	3.41	0.0	0.0	0.0	0.0	0.0	3.41	0.0	-NE-				
TOTAL	0.0	0.0	28.64	0.0	0.0	0.0	0.0	0.0	28.64	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
F. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	8.54	0.0	0.0	8.54	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	-NE-												
4	6.93	0.0	0.0	6.93	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	-NE-												
6	-NE-												
7	-NE-												
8	-NE-												
9	5.37	0.0	0.0	5.37	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	-NE-												
12	2.20	0.0	0.0	2.20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	-NE-												
15	-NE-												
16	2.20	0.0	0.0	2.20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17##	0.0	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	3.41	0.0	0.0	3.41	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	28.64	0.0	0.0	28.64	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	410	210	0	0	0	620	0.0%	0.0%	0.0%	21.2%	12.6%	0.0%	0.0%	0.0%
2	10	0	0	0	0	0	0	0	10	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	10	0	0	30	0	0	0	0	40	0.4%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%
4	10	0	0	175	165	0	0	0	350	0.4%	0.0%	0.0%	9.1%	9.9%	0.0%	0.0%	0.0%
5	-NE-																
6	-NE-																
7	0	0	0	20	0	0	0	0	20	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
8	-NE-																
9	125	0	0	0	0	0	0	0	125	4.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	0	0	0	0	10	0	0	0	10	0.0%	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%
11	-NE-																
12	240	0	0	0	1140	0	0	0	1380	9.1%	0.0%	0.0%	0.0%	68.5%	0.0%	0.0%	0.0%
13	0	0	0	8	60	0	0	0	68	0.0%	0.0%	0.0%	0.4%	3.6%	0.0%	0.0%	0.0%
14	15	0	0	0	0	0	0	0	15	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	-NE-																
16	30	0	0	0	0	0	0	0	30	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17	1320	0	0	165	0	0	0	0	1485	49.9%	0.0%	0.0%	8.5%	0.0%	0.0%	0.0%	0.0%
18	105	0	0	120	0	0	0	0	225	4.0%	0.0%	0.0%	6.2%	0.0%	0.0%	0.0%	0.0%
19	0	0	0	130	80	0	0	0	210	0.0%	0.0%	0.0%	6.7%	4.8%	0.0%	0.0%	0.0%
20	780	0	0	0	0	0	0	0	780	29.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	0	0	0	875	0	0	0	0	875	0.0%	0.0%	0.0%	45.3%	0.0%	0.0%	0.0%	0.0%
TOTAL	2645	0	0	1933	1665	0	0	0	6243	100.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	620	0.0%	0.0%	0.0%	66.1%	33.9%	0.0%	0.0%	0.0%	-NE-		
2	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	2.50	0
3	40	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	1	10.00	1
4	350	2.9%	0.0%	0.0%	50.0%	47.1%	0.0%	0.0%	0.0%	2	5.00	1
5	-NE-											
6	-NE-											
7	20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2	10.00	0
8	-NE-											
9	125	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11	5.91	1
10	10	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	2	5.00	0
11	-NE-											
12	1380	17.4%	0.0%	0.0%	0.0%	82.6%	0.0%	0.0%	0.0%	500	2.28	1
13	68	0.0%	0.0%	0.0%	11.8%	88.2%	0.0%	0.0%	0.0%	24	2.83	0
14	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2	7.50	0
15	-NE-											
16	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8	3.75	0
17	1485	88.9%	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	225	46.7%	0.0%	0.0%	53.3%	0.0%	0.0%	0.0%	0.0%	-NE-		
19	210	0.0%	0.0%	0.0%	61.9%	38.1%	0.0%	0.0%	0.0%	150	0.87	1
20	780	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	383	1.41	1
21	875	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	30	29.17	0
TOTAL	6243	42.4%	0.0%	0.0%	31.0%	26.7%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	23.05	8.22	0.0	0.0	0.0	31.28	6.88	-NE-				
2	1.91	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.91	0.11	4	0.48	0.03	0.51	0
3	1.91	0.0	0.0	1.69	0.0	0.0	0.0	0.0	3.60	0.44	1	1.91	0.11	2.02	1
4	1.91	0.0	0.0	9.84	6.46	0.0	0.0	0.0	18.21	3.88	2	0.96	0.06	1.01	1
5	-NE-														
6	-NE-														
7	0.0	0.0	0.0	1.12	0.0	0.0	0.0	0.0	1.12	0.22	2	0.56	0.11	0.67	0
8	-NE-														
9	23.88	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.88	1.39	11	1.13	0.07	1.19	1
10	0.0	0.0	0.0	0.0	0.39	0.0	0.0	0.0	0.39	0.11	2	0.20	0.06	0.25	0
11	-NE-														
12	45.85	0.0	0.0	0.0	44.65	0.0	0.0	0.0	90.50	15.31	500	0.09	0.03	0.11	1
13	0.0	0.0	0.0	0.45	2.35	0.0	0.0	0.0	2.80	0.75	24	0.12	0.03	0.15	0
14	2.87	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.87	0.17	2	1.43	0.08	1.52	0
15	-NE-														
16	5.73	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.73	0.33	8	0.72	0.04	0.76	0
17	252.16	0.0	0.0	9.28	0.0	0.0	0.0	0.0	261.44	16.48	-NE-				
18	20.06	0.0	0.0	6.75	0.0	0.0	0.0	0.0	26.81	2.50	-NE-				
19	0.0	0.0	0.0	7.31	3.13	0.0	0.0	0.0	10.44	2.33	150	0.05	0.01	0.06	1
20	149.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	149.00	8.65	383	0.27	0.02	0.28	1
21	0.0	0.0	0.0	49.20	0.0	0.0	0.0	0.0	49.20	9.71	30	1.64	0.32	1.96	0
TOTAL	505.27	0.0	0.0	108.69	65.21	0.0	0.0	0.0	679.17	69.26					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	31.28	6.88	36.21	74.37	57.9%	0.0%	0.0%	0.0%	31.0%	11.1%	0.0%	0.0%	0.0%
2	1.91	0.11	0.58	2.61	26.7%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	3.50	0.44	2.34	6.38	43.6%	30.0%	0.0%	0.0%	26.5%	0.0%	0.0%	0.0%	0.0%
4	18.21	3.88	20.44	42.54	57.2%	4.5%	0.0%	0.0%	23.1%	15.2%	0.0%	0.0%	0.0%
5	-NE-												
6	-NE-												
7	1.12	0.22	1.17	2.51	55.3%	0.0%	0.0%	0.0%	44.7%	0.0%	0.0%	0.0%	0.0%
8	-NE-												
9	23.88	1.39	7.30	32.57	26.7%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	0.39	0.11	0.58	1.09	64.0%	0.0%	0.0%	0.0%	0.0%	36.0%	0.0%	0.0%	0.0%
11	-NE-												
12	90.50	15.31	80.60	186.41	51.5%	24.6%	0.0%	0.0%	0.0%	24.0%	0.0%	0.0%	0.0%
13	2.80	0.75	3.97	7.53	62.8%	0.0%	0.0%	0.0%	6.0%	31.2%	0.0%	0.0%	0.0%
14	2.87	0.17	0.88	3.91	26.7%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15	-NE-												
16	5.73	0.33	1.75	7.82	26.7%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17##	261.44	16.48	## ADMINISTRATIVE TASKS. DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	26.81	2.50	13.14	42.44	36.8%	47.3%	0.0%	0.0%	15.9%	0.0%	0.0%	0.0%	0.0%
19	10.44	2.33	12.27	25.04	58.3%	0.0%	0.0%	0.0%	29.2%	12.5%	0.0%	0.0%	0.0%
20	149.00	8.65	45.56	203.22	26.7%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	49.20	9.71	51.11	110.01	55.3%	0.0%	0.0%	0.0%	44.7%	0.0%	0.0%	0.0%	0.0%
TOTAL	417.74	52.79	277.91	748.43	44.2%	33.8%	0.0%	0.0%	13.3%	8.7%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
F. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	1070	0	0	0	0	1070	0.0%	0.0%	0.0%	9.7%	0.0%	0.0%	0.0%	0.0%
2	10	0	0	295	0	0	0	0	305	0.1%	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%
3	60	0	0	150	0	0	0	0	210	0.8%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
4	0	0	0	4885	0	0	0	0	4885	0.0%	0.0%	0.0%	44.4%	0.0%	0.0%	0.0%	0.0%
5	80	0	0	0	0	0	0	0	80	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	15	0	0	0	0	0	0	0	15	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	45	0	0	300	0	0	0	0	345	0.6%	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%
9	15	0	0	870	0	0	0	0	885	0.2%	0.0%	0.0%	7.9%	0.0%	0.0%	0.0%	0.0%
10	0	0	540	0	0	0	0	0	540	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11	15	0	0	150	0	0	0	0	165	0.2%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
12	90	0	0	630	0	0	0	0	720	1.2%	0.0%	0.0%	5.7%	0.0%	0.0%	0.0%	0.0%
13	45	0	0	165	0	0	0	0	210	0.6%	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%
14	-NE-																
15	0	0	0	265	0	0	0	0	265	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%
16	525	0	0	810	0	0	0	0	1335	7.2%	0.0%	0.0%	7.4%	0.0%	0.0%	0.0%	0.0%
17	6300	0	0	1150	0	0	0	0	7450	86.0%	0.0%	0.0%	10.4%	0.0%	0.0%	0.0%	0.0%
18	125	0	0	150	0	0	0	0	275	1.7%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
19	0	0	0	60	0	0	0	0	60	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
20	0	0	0	15	0	0	0	0	15	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
21	0	0	0	45	0	0	0	0	45	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
TOTAL	7325	0	540	11010	0	0	0	0	18875	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	1070	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	305	3.3%	0.0%	0.0%	96.7%	0.0%	0.0%	0.0%	0.0%	29	10.17	1
3	210	28.6%	0.0%	0.0%	71.4%	0.0%	0.0%	0.0%	0.0%	16	8.44	1
4	4885	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5542	0.70	1
5	80	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	26.67	0
6	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	15.00	0
7	-NE-											
8	345	13.0%	0.0%	0.0%	87.0%	0.0%	0.0%	0.0%	0.0%	18	17.50	1
9	885	1.7%	0.0%	0.0%	98.3%	0.0%	0.0%	0.0%	0.0%	84	7.86	1
10	540	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	35	10.29	1
11	165	9.1%	0.0%	0.0%	90.9%	0.0%	0.0%	0.0%	0.0%	5	18.00	1
12	720	12.5%	0.0%	0.0%	87.5%	0.0%	0.0%	0.0%	0.0%	57	11.05	1
13	210	21.4%	0.0%	0.0%	78.6%	0.0%	0.0%	0.0%	0.0%	22	7.50	1
14	-NE-											
15	265	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5	23.00	1
16	1335	39.3%	0.0%	0.0%	60.7%	0.0%	0.0%	0.0%	0.0%	206	3.93	1
17	7450	84.6%	0.0%	0.0%	15.4%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	275	45.5%	0.0%	0.0%	54.5%	0.0%	0.0%	0.0%	0.0%	-NE-		
19	60	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	24	2.50	0
20	15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
21	45	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	18875	38.8%	0.0%	2.9%	58.3%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	111.20	0.0	0.0	0.0	0.0	111.20	5.38	-NE-				
2	1.48	0.0	0.0	36.69	0.0	0.0	0.0	0.0	38.17	1.53	29	1.28	0.05	1.34	1
3	8.89	0.0	0.0	18.85	0.0	0.0	0.0	0.0	27.74	1.06	16	1.09	0.04	1.13	1
4	0.0	0.0	0.0	560.37	0.0	0.0	0.0	0.0	560.37	24.55	5542	0.08	0.00	0.09	1
5	11.85	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.85	0.40	3	3.95	0.13	4.08	0
6	2.22	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.22	0.08	1	2.22	0.08	2.30	0
7	-NE-														
8	6.67	0.0	0.0	38.80	0.0	0.0	0.0	0.0	45.47	1.73	18	2.28	0.09	2.37	1
9	2.22	0.0	0.0	100.95	0.0	0.0	0.0	0.0	103.18	4.45	84	0.97	0.04	1.01	1
10	0.0	0.0	65.73	0.0	0.0	0.0	0.0	0.0	65.73	2.71	35	1.25	0.05	1.30	1
11	2.22	0.0	0.0	19.40	0.0	0.0	0.0	0.0	21.62	0.83	5	2.33	0.09	2.42	1
12	13.33	0.0	0.0	65.50	0.0	0.0	0.0	0.0	78.83	3.62	57	1.15	0.06	1.20	1
13	6.67	0.0	0.0	21.34	0.0	0.0	0.0	0.0	28.01	1.06	22	0.97	0.04	1.01	1
14	-NE-														
15	0.0	0.0	0.0	30.97	0.0	0.0	0.0	0.0	30.97	1.33	5	2.97	0.12	3.09	1
16	77.76	0.0	0.0	104.77	0.0	0.0	0.0	0.0	182.54	6.71	206	0.51	0.02	0.53	1
17	933.17	0.0	0.0	127.43	0.0	0.0	0.0	0.0	1060.60	37.44	-NE-				
18	18.52	0.0	0.0	17.93	0.0	0.0	0.0	0.0	36.45	1.38	-NE-				
19	0.0	0.0	0.0	5.56	0.0	0.0	0.0	0.0	5.56	0.30	24	0.23	0.01	0.24	0
20	0.0	0.0	0.0	1.39	0.0	0.0	0.0	0.0	1.39	0.08	-NE-				
21	0.0	0.0	0.0	4.17	0.0	0.0	0.0	0.0	4.17	0.23	-NE-				
TOTAL	1085.00	0.0	65.73	1265.32	0.0	0.0	0.0	0.0	2416.04	94.85					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	111.20	5.38	102.84	219.41	49.3%	0.0%	0.0%	0.0%	50.7%	0.0%	0.0%	0.0%	0.0%
2	38.17	1.53	29.31	69.01	44.7%	2.1%	0.0%	0.0%	53.2%	0.0%	0.0%	0.0%	0.0%
3	27.74	1.06	20.18	48.98	43.4%	18.1%	0.0%	0.0%	38.5%	0.0%	0.0%	0.0%	0.0%
4	560.37	24.55	469.49	1054.41	46.9%	0.0%	0.0%	0.0%	53.1%	0.0%	0.0%	0.0%	0.0%
5	11.85	0.40	7.69	19.94	40.6%	59.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	2.22	0.08	1.44	3.74	40.6%	59.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	45.47	1.73	33.16	80.36	43.4%	8.3%	0.0%	0.0%	48.3%	0.0%	0.0%	0.0%	0.0%
9	103.18	4.45	85.06	192.68	46.5%	1.2%	0.0%	0.0%	52.4%	0.0%	0.0%	0.0%	0.0%
10	65.73	2.71	51.90	120.34	45.4%	0.0%	0.0%	54.6%	0.0%	0.0%	0.0%	0.0%	0.0%
11	21.62	0.83	15.86	38.31	43.6%	5.8%	0.0%	0.0%	50.6%	0.0%	0.0%	0.0%	0.0%
12	78.83	3.62	69.20	151.65	48.0%	8.8%	0.0%	0.0%	43.2%	0.0%	0.0%	0.0%	0.0%
13	28.01	1.06	20.18	49.25	43.1%	13.5%	0.0%	0.0%	43.3%	0.0%	0.0%	0.0%	0.0%
14	-NE-												
15	30.97	1.33	25.47	57.77	46.4%	0.0%	0.0%	0.0%	53.6%	0.0%	0.0%	0.0%	0.0%
16	182.54	6.71	128.30	317.55	42.5%	24.5%	0.0%	0.0%	33.0%	0.0%	0.0%	0.0%	0.0%
17##	1060.60	37.44	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	36.45	1.38	26.43	64.26	43.3%	28.8%	0.0%	0.0%	27.9%	0.0%	0.0%	0.0%	0.0%
19	5.56	0.30	5.77	11.62	52.2%	0.0%	0.0%	0.0%	47.8%	0.0%	0.0%	0.0%	0.0%
20	1.39	0.08	1.44	2.91	52.2%	0.0%	0.0%	0.0%	47.8%	0.0%	0.0%	0.0%	0.0%
21	4.17	0.23	4.32	8.72	52.2%	0.0%	0.0%	0.0%	47.8%	0.0%	0.0%	0.0%	0.0%
TOTAL	1355.44	57.41	1098.04	2510.90	46.0%	6.0%	0.0%	2.6%	45.3%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY.*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	50	0	0	0	0	50	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	-NE-																
4	0	0	0	70	0	0	0	0	70	0.0%	0.0%	0.0%	8.9%	0.0%	0.0%	0.0%	0.0%
5	-NE-																
6	-NE-																
7	-NE-																
8	-NE-																
9	0	0	0	145	0	0	0	0	145	0.0%	0.0%	0.0%	18.4%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	-NE-																
12	0	0	0	15	0	0	0	0	15	0.0%	0.0%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	-NE-																
15	-NE-																
16	-NE-																
17	0	0	0	180	0	0	0	0	180	0.0%	0.0%	0.0%	22.8%	0.0%	0.0%	0.0%	0.0%
18	0	0	0	330	0	0	0	0	330	0.0%	0.0%	0.0%	41.8%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	0	790	0	0	0	0	790	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301

SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	50	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	-NE-											
3	-NE-											
4	70	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	52	1.35	0
5	-NE-											
6	-NE-											
7	-NE-											
8	-NE-											
9	145	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	46	3.15	0
10	-NE-											
11	-NE-											
12	15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5	3.00	0
13	-NE-											
14	-NE-											
15	-NE-											
16	-NE-											
17	180	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	330	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	790	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

975

513

976

LIBRARY NO 301
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	3.92	0.0	0.0	0.0	0.0	3.92	0.21	-NE-				
2		-NE-													
3		-NE-													
4	0.0	0.0	0.0	5.48	0.0	0.0	0.0	0.0	5.48	0.29	52	0.11	0.01	0.11	0
5		-NE-													
6		-NE-													
7		-NE-													
8		-NE-													
9	0.0	0.0	0.0	11.36	0.0	0.0	0.0	0.0	11.36	0.61	46	0.25	0.01	1.26	0
10		-NE-													
11		-NE-													
12	0.0	0.0	0.0	1.17	0.0	0.0	0.0	0.0	1.17	0.06	5	0.23	0.01	0.25	0
13		-NE-													
14		-NE-													
15		-NE-													
16		-NE-													
17	0.0	0.0	0.0	14.10	0.0	0.0	0.0	0.0	14.10	0.75	-NE-				
18	0.0	0.0	0.0	25.84	0.0	0.0	0.0	0.0	25.84	1.38	-NE-				
TOTAL	0.0	0.0	0.0	61.87	0.0	0.0	0.0	0.0	61.87	3.30					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

977

978

LIBRARY NO 301
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK ## COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	3.92	0.21	1.22	5.34	26.7%	0.0%	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	-NE-												
4	5.48	0.29	1.70	7.48	26.7%	0.0%	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%
5	-NE-												
6	-NE-												
7	-NE-												
8	-NE-												
9	11.36	0.61	3.53	15.49	26.7%	0.0%	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	-NE-												
12	1.17	0.06	0.37	1.60	26.7%	0.0%	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	-NE-												
15	-NE-												
16	-NE-												
17##	14.10	0.75 ## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS											
18	25.84	1.38	8.03	35.25	26.7%	0.0%	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%
TOTAL	47.77	2.55	14.85	65.17	26.7%	0.0%	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	3930	0	0	0	0	0	3930	0.0%	0.0%	56.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0	0	102	0	0	0	0	0	102	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	0	0	204	0	0	0	0	0	204	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%
5	-NE-																
6	-NE-																
7	-NE-																
8	0	0	51	0	0	0	0	0	51	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
9	0	0	90	0	0	0	0	0	90	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	0	0	33	0	0	0	0	0	33	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%
12	0	0	84	0	0	0	0	0	84	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	258	0	0	0	0	0	258	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%
14	-NE-																
15	0	0	435	0	0	0	0	0	435	0.0%	0.0%	6.2%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-																
17	0	0	1755	0	0	0	0	0	1755	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	63	0	0	0	0	0	63	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
19	0	0	15	0	0	0	0	0	15	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	7020	0	0	0	0	0	7020	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	3930	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	102	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	550	0.19	0
3	-NE-											
4	204	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1100	0.19	0
5	-NE-											
6	-NE-											
7	-NE-											
8	51	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12	4.25	0
9	90	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	15	6.00	0
10	-NE-											
11	33	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9	3.67	0
12	84	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12	7.00	0
13	258	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33	7.82	0
14	-NE-											
15	435	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
16	-NE-											
17	1755	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	63	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
19	15	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	5.00	0
TOTAL	7020	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	382.50	0.0	0.0	0.0	0.0	0.0	382.50	0.0	-NE-				
2	0.0	0.0	9.93	0.0	0.0	0.0	0.0	0.0	9.93	0.0	550	0.02	0.0	0.02	0
3	-NE-														
4	0.0	0.0	19.85	0.0	0.0	0.0	0.0	0.0	19.85	0.0	1100	0.02	0.0	0.02	0
5	-NE-														
6	-NE-														
7	-NE-														
8	0.0	0.0	4.96	0.0	0.0	0.0	0.0	0.0	4.96	0.0	12	0.41	0.0	0.41	0
9	0.0	0.0	8.76	0.0	0.0	0.0	0.0	0.0	8.76	0.0	15	0.58	0.0	0.58	0
10	-NE-														
11	0.0	0.0	3.21	0.0	0.0	0.0	0.0	0.0	3.21	0.0	9	0.36	0.0	0.36	0
12	0.0	0.0	8.18	0.0	0.0	0.0	0.0	0.0	8.18	0.0	12	0.68	0.0	0.68	0
13	0.0	0.0	25.11	0.0	0.0	0.0	0.0	0.0	25.11	0.0	33	0.76	0.0	0.76	0
14	-NE-														
15	0.0	0.0	42.34	0.0	0.0	0.0	0.0	0.0	42.34	0.0	-NE-				
16	-NE-														
17	0.0	0.0	170.81	0.0	0.0	0.0	0.0	0.0	170.81	0.0	-NE-				
18	0.0	0.0	6.13	0.0	0.0	0.0	0.0	0.0	6.13	0.0	-NE-				
19	0.0	0.0	1.46	0.0	0.0	0.0	0.0	0.0	1.46	0.0	3	0.49	0.0	0.49	0
TOTAL	0.0	0.0	683.24	0.0	0.0	0.0	0.0	0.0	683.24	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	382.50	0.0	127.50	510.00	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	9.93	0.0	3.31	13.24	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	19.85	0.0	6.62	26.47	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	-NE-												
6	-NE-												
7	-NE-												
8	4.96	0.0	1.65	6.62	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	8.76	0.0	2.92	11.68	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	3.21	0.0	1.07	4.28	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12	8.18	0.0	2.73	10.90	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	25.11	0.0	8.37	33.48	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
14	-NE-												
15	42.34	0.0	14.11	56.45	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	-NE-												
17##	170.81	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	6.13	0.0	2.04	8.18	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
19	1.46	0.0	0.49	1.95	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	512.43	0.0	170.81	683.24	25.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	0	0	0	15	0	15	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.7%	0.0%
2	-NE-																
3	-NE-																
4	0	0	0	120	0	0	120	0	240	0.0%	0.0%	0.0%	31.2%	0.0%	0.0%	21.8%	0.0%
5	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
6	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	-NE-																
9	-NE-																
10	-NE-																
11	-NE-																
12	20	0	0	5	0	0	0	0	25	11.1%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%
13	0	0	0	0	0	0	30	0	30	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.5%	0.0%
14	0	0	0	30	0	0	110	0	140	0.0%	0.0%	0.0%	7.8%	0.0%	0.0%	20.0%	0.0%
15	20	0	0	0	0	0	0	0	20	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	0	0	0	20	0	0	0	0	20	0.0%	0.0%	0.0%	5.2%	0.0%	0.0%	0.0%	0.0%
17	95	0	0	150	0	0	120	0	365	52.8%	0.0%	0.0%	39.0%	0.0%	0.0%	21.8%	0.0%
18	45	0	0	50	0	0	155	0	250	25.0%	0.0%	0.0%	13.0%	0.0%	0.0%	28.2%	0.0%
TOTAL	180	0	0	385	0	0	550	0	1115	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

989

990

LIBRARY NO 501
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	15	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	-NE-		
2	-NE-											
3	-NE-											
4	240	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	50.0%	0.0%	86	1.98	1
5	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
6	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
7	-NE-											
8	-NE-											
9	-NE-											
10	-NE-											
11	-NE-											
12	25	80.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	11	2.27	0
13	30	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	15	2.00	0
14	140	0.0%	0.0%	0.0%	21.4%	0.0%	0.0%	78.6%	0.0%	90	1.00	1
15	20	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
16	20	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	3	6.67	0
17	365	26.0%	0.0%	0.0%	41.1%	0.0%	0.0%	32.9%	0.0%	-NE-		
18	250	18.0%	0.0%	0.0%	20.0%	0.0%	0.0%	62.0%	0.0%	-NE-		
TOTAL	1115	16.1%	0.0%	0.0%	34.5%	0.0%	0.0%	49.3%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	0.0	0.0	0.0	0.57	0.0	0.57	0.0	-NE-				
2	-NE-														
3	-NE-														
4	0.0	0.0	0.0	5.00	0.0	0.0	5.22	0.0	10.22	0.0	86	0.08	0.0	0.08	1
5	0.0	0.0	0.0	0.21	0.0	0.0	0.0	0.0	0.21	0.0	1	0.21	0.0	0.21	0
6	0.0	0.0	0.0	0.21	0.0	0.0	0.0	0.0	0.21	0.0	1	0.21	0.0	0.21	0
7	-NE-														
8	-NE-														
9	-NE-														
10	-NE-														
11	-NE-														
12	1.42	0.0	0.0	0.21	0.0	0.0	0.0	0.0	1.62	0.0	11	0.15	0.0	0.15	0
13	0.0	0.0	0.0	0.0	0.0	0.0	1.15	0.0	1.15	0.0	15	0.08	0.0	0.08	0
14	0.0	0.0	0.0	1.25	0.0	0.0	4.40	0.0	5.65	0.0	90	0.04	0.0	0.04	1
15	1.42	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.42	0.0	-NE-				
16	0.0	0.0	0.0	0.83	0.0	0.0	0.0	0.0	0.83	0.0	3	0.28	0.0	0.28	0
17	6.72	0.0	0.0	6.25	0.0	0.0	4.97	0.0	17.94	0.0	-NE-				
18	3.19	0.0	0.0	2.08	0.0	0.0	6.53	0.0	11.80	0.0	-NE-				
TOTAL	12.74	0.0	0.0	16.04	0.0	0.0	22.84	0.0	51.62	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	0.57	0.0	0.36	0.93	38.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	61.6%	0.0%
2	-NE-												
3	-NE-												
4	10.22	0.0	5.74	15.96	36.0%	0.0%	0.0%	0.0%	31.3%	0.0%	0.0%	32.7%	0.0%
5	0.21	0.0	0.12	0.33	36.5%	0.0%	0.0%	0.0%	63.5%	0.0%	0.0%	0.0%	0.0%
6	0.21	0.0	0.12	0.33	36.5%	0.0%	0.0%	0.0%	63.5%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	-NE-												
9	-NE-												
10	-NE-												
11	-NE-												
12	1.62	0.0	0.60	2.22	26.9%	63.7%	0.0%	0.0%	9.4%	0.0%	0.0%	0.0%	0.0%
13	1.15	0.0	0.72	1.87	38.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	61.6%	0.0%
14	5.65	0.0	3.35	9.00	37.2%	0.0%	0.0%	0.0%	13.9%	0.0%	0.0%	48.9%	0.0%
15	1.42	0.0	0.48	1.89	25.3%	74.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16	0.83	0.0	0.48	1.31	36.5%	0.0%	0.0%	0.0%	63.5%	0.0%	0.0%	0.0%	0.0%
17##	17.94	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	11.80	0.0	5.98	17.78	33.6%	17.9%	0.0%	0.0%	11.7%	0.0%	0.0%	36.7%	0.0%
TOTAL	33.68	0.0	17.94	51.62	34.8%	11.7%	0.0%	0.0%	19.0%	0.0%	0.0%	34.6%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	75	0	0	0	0	75	0.0%	0.0%	0.0%	41.7%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	-NE-																
4	0	0	650	0	0	0	0	0	650	0.0%	0.0%	80.2%	0.0%	0.0%	0.0%	0.0%	0.0%
5	-NE-																
6	-NE-																
7	-NE-																
8	-NE-																
9	0	0	105	5	0	0	0	0	110	0.0%	0.0%	13.0%	2.8%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	-NE-																
12	0	0	0	75	0	0	0	0	75	0.0%	0.0%	0.0%	41.7%	0.0%	0.0%	0.0%	0.0%
13	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
14	-NE-																
15	-NE-																
16	0	0	0	10	0	0	0	0	10	0.0%	0.0%	0.0%	5.6%	0.0%	0.0%	0.0%	0.0%
17	-NE-																
18	0	0	50	15	0	0	0	0	65	0.0%	0.0%	6.2%	8.3%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	810	180	0	0	0	0	990	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 502
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	75	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	-NE-											
3	-NE-											
4	650	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	964	0.67	0
5	-NE-											
6	-NE-											
7	-NE-											
8	-NE-											
9	110	0.0%	0.0%	95.5%	4.5%	0.0%	0.0%	0.0%	0.0%	55	2.00	0
10	-NE-											
11	-NE-											
12	75	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	7	10.71	0
13	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
14	-NE-											
15	-NE-											
16	10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2	5.00	0
17	-NE-											
18	65	0.0%	0.0%	76.9%	23.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	990	0.0%	0.0%	81.8%	18.2%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

999

1000

LIBRARY NO 502
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$ INC	
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	11.13	0.0	0.0	0.0	0.0	11.13	0.0	-NE-				
2		-NE-													
3		-NE-													
4	0.0	0.0	87.00	0.0	0.0	0.0	0.0	0.0	87.00	0.0	964	0.09	0.0	0.09	0
5		-NE-													
6		-NE-													
7		-NE-													
8		-NE-													
9	0.0	0.0	14.05	0.74	0.0	0.0	0.0	0.0	14.80	0.0	55	0.27	0.0	0.27	0
10		-NE-													
11		-NE-													
12	0.0	0.0	0.0	11.13	0.0	0.0	0.0	0.0	11.13	0.0	7	1.59	0.0	1.59	0
13	0.0	0.0	0.67	0.0	0.0	0.0	0.0	0.0	0.67	0.0	1	0.67	0.0	0.67	0
14		-NE-													
15		-NE-													
16	0.0	0.0	0.0	1.48	0.0	0.0	0.0	0.0	1.48	0.0	2	0.74	0.0	0.74	0
17		-NE-													
18	0.0	0.0	6.69	2.23	0.0	0.0	0.0	0.0	8.92	0.0	-NE-				
TOTAL	0.0	0.0	108.42	26.70	0.0	0.0	0.0	0.0	135.12	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1001

1002

LIBRARY NO 502
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK# COST.\$	TOTAL TASK COST.\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	11.13	0.0	0.0	11.13	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	-NE-												
4	87.00	0.0	0.0	87.00	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	-NE-												
6	-NE-												
7	-NE-												
8	-NE-												
9	14.80	0.0	0.0	14.80	0.0%	0.0%	0.0%	95.0%	5.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	-NE-												
12	11.13	0.0	0.0	11.13	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
13	0.67	0.0	0.0	0.67	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
14	-NE-												
15	-NE-												
16	1.48	0.0	0.0	1.48	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
17**	0.0	0.0	** ADMINISTRATIVE TASKS. DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	8.92	0.0	0.0	8.92	0.0%	0.0%	0.0%	75.0%	25.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	135.12	0.0	0.0	135.12	0.0%	0.0%	0.0%	80.2%	19.8%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

** ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1003

1004

LIBRARY NO 101
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	0	475	0	0	0	0	475	0.0%	0.0%	0.0%	25.2%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	-NE-																
4	0	0	0	910	0	0	0	0	910	0.0%	0.0%	0.0%	48.3%	0.0%	0.0%	0.0%	0.0%
5	-NE-																
6	-NE-																
7	-NE-																
8	0	0	0	10	0	0	0	0	10	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
9	0	0	0	205	0	0	0	0	205	0.0%	0.0%	0.0%	10.9%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	-NE-																
12	-NE-																
13	0	0	0	45	0	0	0	0	45	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%
14	-NE-																
15	-NE-																
16	-NE-																
17	-NE-																
18	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%
19	0	0	0	210	0	0	0	0	210	0.0%	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	0	1885	0	0	0	0	1885	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1005

1006

LIBRARY NO 101
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	475	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	-NE-											
3	-NE-											
4	910	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	804	1.13	0
5	-NE-											
6	-NE-											
7	-NE-											
8	10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2	5.00	0
9	205	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	26	7.88	0
10	-NE-											
11	-NE-											
12	-NE-											
13	45	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	9	5.00	0
14	-NE-											
15	-NE-											
16	-NE-											
17	-NE-											
18	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
19	210	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	294	0.71	0
TOTAL	1885	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1007

1003

LIBRARY NO 101
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$ INC	
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.0	38.06	0.0	0.0	0.0	0.0	38.06	5.59	-NE-				
2		-NE-													
3		-NE-													
4	0.0	0.0	0.0	72.92	0.0	0.0	0.0	0.0	72.92	10.70	804	0.09	0.01	0.10	0
5		-NE-													
6		-NE-													
7		-NE-													
8	0.0	0.0	0.0	0.80	0.0	0.0	0.0	0.0	0.80	0.12	2	0.40	0.06	0.46	0
9	0.0	0.0	0.0	16.43	0.0	0.0	0.0	0.0	16.43	2.41	26	0.63	0.09	0.72	0
10		-NE-													
11		-NE-													
12		-NE-													
13	0.0	0.0	0.0	3.61	0.0	0.0	0.0	0.0	3.61	0.53	9	0.40	0.06	0.46	0
14		-NE-													
15		-NE-													
16		-NE-													
17		-NE-													
18	0.0	0.0	0.0	2.40	0.0	0.0	0.0	0.0	2.40	0.35	-NE-				
19	0.0	0.0	0.0	16.83	0.0	0.0	0.0	0.0	16.83	2.47	294	0.06	0.01	0.07	0
TOTAL	0.0	0.0	0.0	151.04	0.0	0.0	0.0	0.0	151.04	22.17					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	38.06	5.59	0.0	43.65	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	-NE-												
4	72.92	10.70	0.0	83.62	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
5	-NE-												
6	-NE-												
7	-NE-												
8	0.80	0.12	0.0	0.92	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
9	16.43	2.41	0.0	18.84	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	-NE-												
12	-NE-												
13	3.61	0.53	0.0	4.13	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
14	-NE-												
15	-NE-												
16	-NE-												
17##	0.0	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	2.40	0.35	0.0	2.76	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
19	16.83	2.47	0.0	19.30	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%
TOTAL	151.04	22.17	0.0	173.21	12.8%	0.0%	0.0%	0.0%	87.2%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1011

1012

LIBRARY NO 102
SERIALS ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	20	0	290	265	0	0	0	0	575	3.1%	0.0%	11.1%	8.6%	0.0%	0.0%	0.0%	0.0%
2	-NE-																
3	-NE-																
4	0	0	970	1060	0	0	0	0	2030	0.0%	0.0%	37.0%	34.6%	0.0%	0.0%	0.0%	0.0%
5	-NE-																
6	-NE-																
7	-NE-																
8	-NE-																
9	75	0	840	260	0	0	0	0	1175	11.6%	0.0%	32.1%	8.5%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	-NE-																
12	15	0	0	0	0	0	0	0	15	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	-NE-																
15	-NE-																
16	-NE-																
17	510	0	260	245	0	0	0	0	1015	79.1%	0.0%	9.9%	8.0%	0.0%	0.0%	0.0%	0.0%
18	25	0	140	0	0	0	0	0	165	3.9%	0.0%	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%
19	0	0	0	1110	0	0	0	0	1110	0.0%	0.0%	0.0%	36.2%	0.0%	0.0%	0.0%	0.0%
20	0	0	115	125	0	0	0	0	240	0.0%	0.0%	4.4%	4.1%	0.0%	0.0%	0.0%	0.0%
21	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	645	0	2620	3065	0	0	0	0	6330	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1013

1014

LIBRARY NO 102
SERIALS ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	575	3.5%	0.0%	50.4%	46.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	-NE-											
3	-NE-											
4	2030	0.0%	0.0%	47.8%	52.2%	0.0%	0.0%	0.0%	0.0%	1489	1.36	0
5	-NE-											
6	-NE-											
7	-NE-											
8	-NE-											
9	1175	6.4%	0.0%	71.5%	22.1%	0.0%	0.0%	0.0%	0.0%	206	5.70	0
10	-NE-											
11	-NE-											
12	15	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	5.00	0
13	-NE-											
14	-NE-											
15	-NE-											
16	-NE-											
17	1015	50.2%	0.0%	25.6%	24.1%	0.0%	0.0%	0.0%	0.0%	-NE-		
18	165	15.2%	0.0%	84.8%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
19	1110	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
20	240	0.0%	0.0%	47.9%	52.1%	0.0%	0.0%	0.0%	0.0%	72	3.33	0
21	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	6330	10.2%	0.0%	41.4%	48.4%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1015

1016

LIBRARY NO 102
SERIALS ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	2.46	0.0	23.94	15.77	0.0	0.0	0.0	0.0	42.17	9.51	-NE-				
2	-NE-														
3	-NE-														
4	0.0	0.0	80.07	63.07	0.0	0.0	0.0	0.0	143.14	33.59	1489	0.10	0.02	0.12	0
5	-NE-														
6	-NE-														
7	-NE-														
8	-NE-														
9	9.24	0.0	69.34	15.47	0.0	0.0	0.0	0.0	94.05	19.44	206	0.46	0.09	0.55	0
10	-NE-														
11	-NE-														
12	1.85	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.85	0.25	3	0.62	0.08	0.70	0
13	-NE-														
14	-NE-														
15	-NE-														
16	-NE-														
17	62.82	0.0	21.46	14.58	0.0	0.0	0.0	0.0	98.86	16.79	-NE-				
18	3.08	0.0	11.56	0.0	0.0	0.0	0.0	0.0	14.64	2.73	-NE-				
19	0.0	0.0	0.0	66.04	0.0	0.0	0.0	0.0	66.04	18.36	-NE-				
20	0.0	0.0	9.49	7.44	0.0	0.0	0.0	0.0	16.93	3.97	72	0.24	0.06	0.29	0
21	0.0	0.0	0.41	0.0	0.0	0.0	0.0	0.0	0.41	0.08	-NE-				
TOTAL	79.45	0.0	216.27	182.36	0.0	0.0	0.0	0.0	478.08	104.73					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1017

1018

LIBRARY NO 102
SERIALS ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	42.17	9.51	12.51	64.19	34.3%	3.8%	0.0%	37.3%	24.6%	0.0%	0.0%	0.0%	0.0%
2	-NE-												
3	-NE-												
4	143.14	33.59	44.17	220.90	35.2%	0.0%	0.0%	36.2%	28.6%	0.0%	0.0%	0.0%	0.0%
5	-NE-												
6	-NE-												
7	-NE-												
8	-NE-												
9	94.05	19.44	25.57	139.05	32.4%	6.6%	0.0%	49.9%	11.1%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	-NE-												
12	1.85	0.25	0.33	2.42	23.7%	76.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	-NE-												
15	-NE-												
16	-NE-												
17##	98.86	16.79	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
18	14.64	2.73	3.59	20.96	30.2%	14.7%	0.0%	55.1%	0.0%	0.0%	0.0%	0.0%	0.0%
19	66.04	18.36	24.15	108.56	39.2%	0.0%	0.0%	0.0%	60.8%	0.0%	0.0%	0.0%	0.0%
20	16.93	3.97	5.22	26.12	35.2%	0.0%	0.0%	36.3%	28.5%	0.0%	0.0%	0.0%	0.0%
21	0.41	0.08	0.11	0.60	31.7%	0.0%	0.0%	68.3%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	379.22	87.94	115.65	582.81	34.9%	2.9%	0.0%	33.4%	28.8%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

Part II, Section D

Interlibrary Loan

D. Interlibrary Loan

Interlibrary loan departments were defined as the administrative units, or personnel (if there were no distinct departments) responsible for borrowing library materials from, and lending materials to, other libraries. The reader is directed to Form Number 7, Interlibrary Loan Activity Sheet, for activity descriptions of the first thirty-five activities (excluding number nineteen and number thirty-three) listed in the following tables. The first nineteen activities are related to lending, defined as the processing of requests from other libraries to the case study for materials believed to be in the collection of the case study. The activities from number twenty through number thirty-three relate to borrowing, that is, the processing of requests from patrons of the case study for materials owned by another library, and to which these requests are issued. Activities numbered nineteen, thirty-three, and above thirty-five, are unique to each case study. These activities are listed by case study in Appendix D. In addition, refinements or additions made by the case study to the definitions employed in the data collection instruments are included. The reader should review these variations carefully before drawing any conclusions from the following data.

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY.*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	1095	0	0	0	0	0	1095	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	195	0	640	0	149	0	0	0	984	2.2%	0.0%	2.9%	0.0%	2.5%	0.0%	0.0%	0.0%
3	0	0	270	0	0	0	0	0	270	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0	0	315	0	0	0	0	0	315	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0	0	855	0	0	0	0	0	855	0.0%	0.0%	3.9%	0.0%	0.0%	0.0%	0.0%	0.0%
6	0	0	465	0	1150	0	0	0	1615	0.0%	0.0%	2.1%	0.0%	19.6%	0.0%	0.0%	0.0%
7	0	0	115	0	350	0	0	0	465	0.0%	0.0%	0.5%	0.0%	6.0%	0.0%	0.0%	0.0%
8	0	0	120	0	5	0	0	0	125	0.0%	0.0%	0.5%	0.0%	0.1%	0.0%	0.0%	0.0%
9	0	0	95	0	1004	247	0	0	1346	0.0%	0.0%	0.4%	0.0%	17.2%	8.4%	0.0%	0.0%
10	0	0	0	0	0	1741	0	0	1741	0.0%	0.0%	0.0%	0.0%	0.0%	59.2%	0.0%	0.0%
11	0	0	335	0	894	0	0	0	1229	0.0%	0.0%	1.5%	0.0%	15.3%	0.0%	0.0%	0.0%
12	0	0	195	230	330	46	0	0	801	0.0%	0.0%	0.9%	45.1%	5.6%	1.6%	0.0%	0.0%
13	0	0	200	0	0	0	0	0	200	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
14	0	0	120	45	0	0	0	0	165	0.0%	0.0%	0.5%	8.8%	0.0%	0.0%	0.0%	0.0%
15	0	0	110	0	0	82	0	0	192	0.0%	0.0%	0.5%	0.0%	0.0%	2.8%	0.0%	0.0%
16	0	0	2690	0	0	0	0	0	2690	0.0%	0.0%	12.2%	0.0%	0.0%	0.0%	0.0%	0.0%
17	-NE-																
18	-NE-																
19	80	0	0	0	0	0	0	0	80	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20	225	0	1525	0	0	191	0	0	1941	2.5%	0.0%	6.9%	0.0%	0.0%	6.5%	0.0%	0.0%
21	785	0	1725	0	0	0	0	0	2510	8.7%	0.0%	7.8%	0.0%	0.0%	0.0%	0.0%	0.0%
22	0	0	615	0	0	0	0	0	615	0.0%	0.0%	2.8%	0.0%	0.0%	0.0%	0.0%	0.0%
23	0	0	350	0	355	0	0	0	705	0.0%	0.0%	1.6%	0.0%	6.1%	0.0%	0.0%	0.0%
24	50	0	265	40	420	77	0	0	852	0.6%	0.0%	1.2%	7.8%	7.2%	2.6%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	1195	0	0	0	0	0	1195	0.0%	0.0%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	725	0	0	0	0	0	725	0.0%	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%
27	0	0	205	0	0	0	0	0	205	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
28	0	0	215	0	0	395	0	0	610	0.0%	0.0%	1.0%	0.0%	0.0%	13.4%	0.0%	0.0%
29	10	0	185	0	0	0	0	0	195	0.1%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
30	0	0	135	0	0	0	0	0	135	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
31	420	0	405	0	0	0	0	0	825	4.6%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	195	236	50	0	0	481	0.0%	0.0%	0.0%	38.2%	4.0%	1.7%	0.0%	0.0%
33	0	0	200	0	0	0	0	0	200	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
34	6915	0	3525	0	60	50	0	0	10550	76.5%	0.0%	16.0%	0.0%	1.0%	1.7%	0.0%	0.0%
35	135	0	1180	0	230	60	0	0	1605	1.5%	0.0%	5.3%	0.0%	3.9%	2.0%	0.0%	0.0%
36	200	0	475	0	550	0	0	0	1225	2.2%	0.0%	2.2%	0.0%	9.4%	0.0%	0.0%	0.0%
37	20	0	210	0	0	0	0	0	230	0.2%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%
38	0	0	175	0	0	0	0	0	175	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
39	0	0	380	0	0	0	0	0	380	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%
40	0	0	105	0	0	0	0	0	105	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%
41	0	0	100	0	0	0	0	0	100	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%
42	0	0	560	0	120	0	0	0	680	0.0%	0.0%	2.5%	0.0%	2.1%	0.0%	0.0%	0.0%
43	-NE-																
TOTAL	9035	0	22075	510	5853	2939	0	0	40412	100.0%	0.0%	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	1095	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1438	0.76	0
2	984	19.8%	0.0%	65.0%	0.0%	15.1%	0.0%	0.0%	0.0%	142	6.93	0
3	270	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	268	1.01	0
4	315	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	248	1.27	0
5	855	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	284	3.01	0
6	1615	0.0%	0.0%	28.8%	0.0%	71.2%	0.0%	0.0%	0.0%	670	2.41	0
7	465	0.0%	0.0%	24.7%	0.0%	75.3%	0.0%	0.0%	0.0%	336	1.38	0
8	125	0.0%	0.0%	96.0%	0.0%	4.0%	0.0%	0.0%	0.0%	239	0.52	0
9	1346	0.0%	0.0%	7.1%	0.0%	74.6%	18.4%	0.0%	0.0%	4154	0.32	1
10	1741	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	2386	0.73	0
11	1229	0.0%	0.0%	27.3%	0.0%	72.7%	0.0%	0.0%	0.0%	581	2.12	0
12	801	0.0%	0.0%	24.3%	28.7%	41.2%	5.7%	0.0%	0.0%	315	2.54	0
13	200	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	150	1.33	0
14	165	0.0%	0.0%	72.7%	27.3%	0.0%	0.0%	0.0%	0.0%	110	1.50	0
15	192	0.0%	0.0%	57.3%	0.0%	0.0%	42.7%	0.0%	0.0%	298	0.64	0
16	2690	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1891	1.42	0
17	-NE-											
18	-NE-											
19	80	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
20	1941	11.6%	0.0%	78.6%	0.0%	0.0%	9.8%	0.0%	0.0%	452	3.19	1
21	2510	31.3%	0.0%	68.7%	0.0%	0.0%	0.0%	0.0%	0.0%	403	6.23	0
22	615	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	253	2.43	0
23	705	0.0%	0.0%	49.6%	0.0%	50.4%	0.0%	0.0%	0.0%	511	1.38	0
24	852	5.9%	0.0%	31.1%	4.7%	49.3%	9.0%	0.0%	0.0%	296	2.71	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	1195	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	692	1.73	0
26	725	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	291	2.49	0
27	205	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	82	2.50	0
28	610	0.0%	0.0%	35.2%	0.0%	0.0%	64.8%	0.0%	0.0%	110	1.95	1
29	195	5.1%	0.0%	94.9%	0.0%	0.0%	0.0%	0.0%	0.0%	32	6.09	0
30	135	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	32	4.22	0
31	825	50.9%	0.0%	49.1%	0.0%	0.0%	0.0%	0.0%	0.0%	388	2.05	1
32	481	0.0%	0.0%	0.0%	40.5%	49.1%	10.4%	0.0%	0.0%	128	3.76	0
33	200	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	704	0.28	0
34	10550	65.5%	0.0%	33.4%	0.0%	0.6%	0.5%	0.0%	0.0%	533	0.66	1
35	1605	8.4%	0.0%	73.5%	0.0%	14.3%	3.7%	0.0%	0.0%	-NE-		
36	1225	16.3%	0.0%	38.8%	0.0%	44.9%	0.0%	0.0%	0.0%	55	1.18	1
37	230	8.7%	0.0%	91.3%	0.0%	0.0%	0.0%	0.0%	0.0%	42	5.00	1
38	175	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	56	1.07	1
39	380	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	233	1.63	0
40	105	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	74	1.42	0
41	100	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	5.00	1
42	680	0.0%	0.0%	82.4%	0.0%	17.6%	0.0%	0.0%	0.0%	765	0.51	1
43	-NE-											
TOTAL	40412	22.4%	0.0%	54.6%	1.3%	14.5%	7.3%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	90.81	0.0	0.0	0.0	0.0	0.0	90.81	6.63	1438	0.06	0.00	0.07	0
2	37.80	0.0	56.80	0.0	5.71	0.0	0.0	0.0	100.31	5.96	142	0.71	0.04	0.75	0
3	0.0	0.0	23.96	0.0	0.0	0.0	0.0	0.0	23.96	1.63	268	0.09	0.01	0.10	0
4	0.0	0.0	28.12	0.0	0.0	0.0	0.0	0.0	28.12	1.91	248	0.11	0.01	0.12	0
5	0.0	0.0	76.14	0.0	0.0	0.0	0.0	0.0	76.14	5.18	204	0.27	0.02	0.29	0
6	0.0	0.0	41.21	0.0	44.08	0.0	0.0	0.0	85.30	9.78	670	0.13	0.01	0.14	0
7	0.0	0.0	10.27	0.0	13.42	0.0	0.0	0.0	23.68	2.82	336	0.07	0.01	0.08	0
8	0.0	0.0	10.71	0.0	0.19	0.0	0.0	0.0	10.90	0.76	239	0.05	0.00	0.05	0
9	0.0	0.0	8.48	0.0	39.09	16.80	0.0	0.0	64.37	8.15	4154	0.02	0.00	0.02	1
10	0.0	0.0	0.0	0.0	0.0	207.57	0.0	0.0	207.57	10.54	2386	0.09	0.00	0.09	0
11	0.0	0.0	29.65	0.0	34.27	0.0	0.0	0.0	63.92	7.44	581	0.11	0.01	0.12	0
12	0.0	0.0	17.41	11.99	12.65	3.81	0.0	0.0	45.86	4.85	315	0.15	0.02	0.16	0
13	0.0	0.0	17.86	0.0	0.0	0.0	0.0	0.0	17.86	1.21	150	0.12	0.01	0.13	0
14	0.0	0.0	10.71	2.34	0.0	0.0	0.0	0.0	13.06	1.00	110	0.12	0.01	0.13	0
15	0.0	0.0	9.82	0.0	0.0	6.80	0.0	0.0	16.62	1.16	298	0.06	0.00	0.06	0
16	0.0	0.0	198.23	0.0	0.0	0.0	0.0	0.0	198.23	16.29	1891	0.10	0.01	0.11	0
17	-NE-														
18	-NE-														
19	15.51	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.51	0.48	-NE-				
20	43.61	0.0	135.40	0.0	0.0	24.18	0.0	0.0	203.19	11.75	452	0.32	0.02	0.34	1
21	152.17	0.0	196.46	0.0	0.0	0.0	0.0	0.0	348.62	15.20	403	0.87	0.04	0.90	0
22	0.0	0.0	70.04	0.0	0.0	0.0	0.0	0.0	70.04	3.72	253	0.28	0.01	0.29	0
23	0.0	0.0	25.71	0.0	13.61	0.0	0.0	0.0	39.32	4.27	511	0.08	0.01	0.09	0
24	9.69	0.0	19.67	2.08	16.10	6.38	0.0	0.0	53.93	5.16	296	0.15	0.02	0.17	1

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1032

1033

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	101.53	0.0	0.0	0.0	0.0	0.0	101.53	7.23	692	0.15	0.01	0.16	0
26	0.0	0.0	70.24	0.0	0.0	0.0	0.0	0.0	70.24	4.39	291	0.24	0.02	0.26	0
27	0.0	0.0	23.35	0.0	0.0	0.0	0.0	0.0	23.35	1.24	82	0.28	0.02	0.30	0
28	0.0	0.0	15.79	0.0	0.0	51.44	0.0	0.0	67.23	3.69	110	0.14	0.01	0.16	1
29	1.94	0.0	13.59	0.0	0.0	0.0	0.0	0.0	15.53	1.18	32	0.49	0.04	0.52	0
30	0.0	0.0	9.92	0.0	0.0	0.0	0.0	0.0	9.92	0.82	32	0.31	0.03	0.34	0
31	81.41	0.0	29.75	0.0	0.0	0.0	0.0	0.0	111.16	4.99	388	0.27	0.01	0.28	1
32	0.0	0.0	0.0	10.16	9.05	4.14	0.0	0.0	23.35	2.91	128	0.18	0.02	0.21	0
33	0.0	0.0	14.69	0.0	0.0	0.0	0.0	0.0	14.69	1.21	704	0.02	0.00	0.02	0
34	1340.41	0.0	320.59	0.0	2.30	6.51	0.0	0.0	1669.81	63.87	533	0.05	0.00	0.05	1
35	26.17	0.0	106.71	0.0	8.82	6.75	0.0	0.0	148.45	9.72	-NE-				
36	38.77	0.0	44.71	0.0	21.08	0.0	0.0	0.0	104.56	7.42	55	0.10	0.01	0.11	1
37	3.88	0.0	15.43	0.0	0.0	0.0	0.0	0.0	19.30	1.39	42	0.37	0.03	0.40	1
38	0.0	0.0	15.62	0.0	0.0	0.0	0.0	0.0	15.62	1.06	56	0.10	0.01	0.10	1
39	0.0	0.0	43.28	0.0	0.0	0.0	0.0	0.0	43.28	2.30	233	0.19	0.01	0.20	0
40	0.0	0.0	11.96	0.0	0.0	0.0	0.0	0.0	11.96	0.64	74	0.16	0.01	0.17	0
41	0.0	0.0	11.39	0.0	0.0	0.0	0.0	0.0	11.39	0.61	4	0.57	0.03	0.60	1
42	0.0	0.0	43.16	0.0	4.60	0.0	0.0	0.0	47.76	4.12	765	0.04	0.00	0.04	1
43	-NE-														
TOTAL	1751.36	0.0	1969.15	26.58	224.97	334.38	0.0	0.0	4306.42	244.67					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK# COST.\$	TOTAL TASK COST.\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	90.81	6.63	63.57	161.02	47.6%	0.0%	0.0%	56.4%	0.0%	0.0%	0.0%	0.0%	0.0%
2	100.31	5.96	57.13	163.39	38.6%	23.1%	0.0%	34.8%	0.0%	3.5%	0.0%	0.0%	0.0%
3	23.96	1.63	15.68	41.27	41.9%	0.0%	0.0%	58.1%	0.0%	0.0%	0.0%	0.0%	0.0%
4	28.12	1.91	18.29	48.32	41.8%	0.0%	0.0%	58.2%	0.0%	0.0%	0.0%	0.0%	0.0%
5	76.14	5.18	49.64	130.95	41.9%	0.0%	0.0%	58.1%	0.0%	0.0%	0.0%	0.0%	0.0%
6	85.30	9.78	93.76	188.84	54.8%	0.0%	0.0%	21.8%	0.0%	23.3%	0.0%	0.0%	0.0%
7	23.68	2.82	27.00	53.50	55.7%	0.0%	0.0%	19.2%	0.0%	25.1%	0.0%	0.0%	0.0%
8	10.90	0.76	7.26	18.92	42.4%	0.0%	0.0%	56.6%	0.0%	1.0%	0.0%	0.0%	0.0%
9	64.37	8.15	78.14	150.67	57.3%	0.0%	0.0%	5.6%	0.0%	25.9%	11.1%	0.0%	0.0%
10	207.57	10.54	101.08	319.19	35.0%	0.0%	0.0%	0.0%	0.0%	0.0%	65.0%	0.0%	0.0%
11	63.92	7.44	71.35	142.71	55.2%	0.0%	0.0%	20.8%	0.0%	24.0%	0.0%	0.0%	0.0%
12	45.86	4.85	46.50	97.21	52.8%	0.0%	0.0%	17.9%	12.3%	13.0%	3.9%	0.0%	0.0%
13	17.86	1.21	11.61	30.68	41.8%	0.0%	0.0%	58.2%	0.0%	0.0%	0.0%	0.0%	0.0%
14	13.06	1.00	9.58	23.64	44.8%	0.0%	0.0%	45.3%	9.9%	0.0%	0.0%	0.0%	0.0%
15	16.62	1.16	11.15	28.93	42.6%	0.0%	0.0%	34.0%	0.0%	1.0%	23.5%	0.0%	0.0%
16	198.23	16.29	156.17	370.69	46.5%	0.0%	0.0%	53.5%	0.0%	0.0%	0.0%	0.0%	0.0%
17	-NE-												
18	-NE-												
19	15.51	0.48	4.64	20.64	24.9%	75.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20	203.19	11.75	112.69	327.63	38.0%	13.3%	0.0%	41.3%	0.0%	0.0%	7.4%	0.0%	0.0%
21	348.62	15.20	145.72	509.54	31.6%	29.9%	0.0%	38.6%	0.0%	0.0%	0.0%	0.0%	0.0%
22	70.04	3.72	35.70	109.47	36.0%	0.0%	0.0%	64.0%	0.0%	0.0%	0.0%	0.0%	0.0%
23	39.32	4.27	40.93	84.52	53.5%	0.0%	0.0%	30.4%	0.0%	16.1%	0.0%	0.0%	0.0%
24	53.93	5.16	49.46	108.55	50.3%	8.9%	0.0%	18.1%	1.9%	14.8%	5.9%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 1
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	101.53	7.23	69.38	178.14	43.0%	0.0%	0.0%	57.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	70.24	4.39	42.09	116.72	39.8%	0.0%	0.0%	60.2%	0.0%	0.0%	0.0%	0.0%	0.0%
27	23.35	1.24	11.90	36.49	36.0%	0.0%	0.0%	64.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	67.23	3.69	35.41	106.34	36.8%	0.0%	0.0%	14.9%	0.0%	0.0%	48.4%	0.0%	0.0%
29	15.53	1.18	11.32	28.03	44.6%	6.9%	0.0%	48.5%	0.0%	0.0%	0.0%	0.0%	0.0%
30	9.92	0.82	7.84	18.57	46.6%	0.0%	0.0%	53.4%	0.0%	0.0%	0.0%	0.0%	0.0%
31	111.16	4.99	47.90	164.05	32.2%	49.6%	0.0%	18.1%	0.0%	0.0%	0.0%	0.0%	0.0%
32	23.35	2.91	27.93	54.19	56.9%	0.0%	0.0%	0.0%	18.8%	16.7%	7.6%	0.0%	0.0%
33	14.69	1.21	11.61	27.51	46.6%	0.0%	0.0%	53.4%	0.0%	0.0%	0.0%	0.0%	0.0%
34##	1669.81	63.87	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	148.45	9.72	93.18	251.34	40.9%	10.4%	0.0%	42.5%	0.0%	3.5%	2.7%	0.0%	0.0%
36	104.56	7.42	71.12	183.10	42.9%	21.2%	0.0%	24.4%	0.0%	11.5%	0.0%	0.0%	0.0%
37	19.30	1.39	13.35	34.05	43.3%	11.4%	0.0%	45.3%	0.0%	0.0%	0.0%	0.0%	0.0%
38	15.62	1.06	10.16	26.84	41.8%	0.0%	0.0%	58.2%	0.0%	0.0%	0.0%	0.0%	0.0%
39	43.28	2.30	22.06	67.64	36.0%	0.0%	0.0%	64.0%	0.0%	0.0%	0.0%	0.0%	0.0%
40	11.96	0.64	6.10	18.69	36.0%	0.0%	0.0%	64.0%	0.0%	0.0%	0.0%	0.0%	0.0%
41	11.39	0.61	5.81	17.80	36.0%	0.0%	0.0%	64.0%	0.0%	0.0%	0.0%	0.0%	0.0%
42	47.76	4.12	39.48	91.35	47.7%	0.0%	0.0%	47.2%	0.0%	5.0%	0.0%	0.0%	0.0%
43	-NE-												
TOTAL	2636.61	180.79	1733.69	4551.09	42.1%	9.0%	0.0%	36.2%	0.6%	4.9%	7.2%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK; E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY 1: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	435	395	0	0	0	0	830	0.0%	0.0%	2.6%	5.6%	0.0%	0.0%	0.0%	0.0%
2	0	0	120	0	45	0	0	0	165	0.0%	0.0%	0.7%	0.0%	0.7%	0.0%	0.0%	0.0%
3	0	0	315	0	0	0	0	0	315	0.0%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0	0	1025	0	0	0	0	0	1025	0.0%	0.0%	6.1%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0	0	285	195	90	0	0	0	570	0.0%	0.0%	1.7%	2.8%	1.4%	0.0%	0.0%	0.0%
6	0	0	595	0	625	0	0	0	1220	0.0%	0.0%	3.5%	0.0%	9.7%	0.0%	0.0%	0.0%
7	0	0	260	0	5	0	0	0	265	0.0%	0.0%	1.5%	0.0%	0.1%	0.0%	0.0%	0.0%
8	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
9	0	0	40	0	730	0	0	0	810	0.0%	0.0%	0.5%	0.0%	11.3%	0.0%	0.0%	0.0%
10	0	0	730	0	0	0	0	0	730	0.0%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%
11	0	0	950	0	140	0	0	0	1090	0.0%	0.0%	5.6%	0.0%	2.2%	0.0%	0.0%	0.0%
12	0	0	305	60	1220	0	0	0	1585	0.0%	0.0%	1.8%	0.9%	18.9%	0.0%	0.0%	0.0%
13	0	0	290	0	0	0	0	0	290	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%
14	0	0	95	10	0	0	0	0	105	0.0%	0.0%	0.6%	0.1%	0.0%	0.0%	0.0%	0.0%
15	0	0	285	265	0	0	0	0	550	0.0%	0.0%	1.7%	3.8%	0.0%	0.0%	0.0%	0.0%
16	0	0	380	0	495	0	0	0	875	0.0%	0.0%	2.2%	0.0%	7.7%	0.0%	0.0%	0.0%
17	0	0	30	0	45	0	0	0	75	0.0%	0.0%	0.2%	0.0%	0.7%	0.0%	0.0%	0.0%
18	-NE-																
19	0	0	270	0	0	0	0	0	270	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%
20	0	0	280	195	0	0	0	0	475	0.0%	0.0%	1.7%	2.8%	0.0%	0.0%	0.0%	0.0%
21	0	0	1355	10	0	0	0	0	1365	0.0%	0.0%	8.0%	0.1%	0.0%	0.0%	0.0%	0.0%
22	0	0	670	85	0	0	0	0	755	0.0%	0.0%	4.0%	1.2%	0.0%	0.0%	0.0%	0.0%
23	0	0	15	1435	0	0	0	0	1450	0.0%	0.0%	0.1%	20.4%	0.0%	0.0%	0.0%	0.0%
24	0	0	20	300	0	0	0	0	320	0.0%	0.0%	0.1%	4.3%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*								TOTAL	PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H		A	B	C	D	E	F	G	H
25	0	0	15	670	0	0	0	0	685	0.0%	0.0%	0.1%	9.5%	0.0%	0.0%	0.0%	0.0%
26	0	0	150	245	5	0	0	0	400	0.0%	0.0%	0.9%	3.5%	0.1%	0.0%	0.0%	0.0%
27	0	0	40	60	0	0	0	0	100	0.0%	0.0%	0.2%	0.9%	0.0%	0.0%	0.0%	0.0%
28	0	0	440	15	0	0	0	0	455	0.0%	0.0%	2.6%	0.2%	0.0%	0.0%	0.0%	0.0%
29	0	0	5	50	0	0	0	0	55	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
30	0	0	0	45	0	0	0	0	45	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
31	0	0	0	215	0	0	0	0	215	0.0%	0.0%	0.0%	3.1%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	305	0	0	0	0	305	0.0%	0.0%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%
33	0	0	325	660	790	0	0	0	1775	0.0%	0.0%	1.9%	9.4%	12.2%	0.0%	0.0%	0.0%
34	295	0	5555	1070	770	0	0	0	7690	100.0%	0.0%	32.9%	15.2%	11.9%	0.0%	0.0%	0.0%
35	0	0	1000	500	260	0	0	0	1760	0.0%	0.0%	5.9%	7.1%	4.0%	0.0%	0.0%	0.0%
36	0	0	0	0	45	0	0	0	45	0.0%	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%
37	0	0	0	0	195	0	0	0	195	0.0%	0.0%	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%
38	0	0	0	55	0	0	0	0	55	0.0%	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%
39	0	0	120	180	165	0	0	0	465	0.0%	0.0%	0.7%	2.6%	2.6%	0.0%	0.0%	0.0%
40	0	0	380	0	0	0	0	0	380	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%
41	0	0	75	0	0	0	0	0	75	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
42	0	0	0	0	825	0	0	0	825	0.0%	0.0%	0.0%	0.0%	12.8%	0.0%	0.0%	0.0%
TOTAL	295	0	16900	7020	6450	0	0	0	30665	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	830	0.0%	0.0%	52.4%	47.6%	0.0%	0.0%	0.0%	0.0%	460	1.80	0
2	165	0.0%	0.0%	72.7%	0.0%	27.3%	0.0%	0.0%	0.0%	26	6.35	0
3	315	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	82	3.84	0
4	1025	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	305	3.36	0
5	570	0.0%	0.0%	50.0%	34.2%	15.8%	0.0%	0.0%	0.0%	165	3.45	0
6	1220	0.0%	0.0%	48.8%	0.0%	51.2%	0.0%	0.0%	0.0%	228	5.35	0
7	265	0.0%	0.0%	98.1%	0.0%	1.9%	0.0%	0.0%	0.0%	84	3.10	1
8	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
9	810	0.0%	0.0%	9.9%	0.0%	90.1%	0.0%	0.0%	0.0%	1231	0.52	1
10	730	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	141	5.18	0
11	1090	0.0%	0.0%	87.2%	0.0%	12.8%	0.0%	0.0%	0.0%	213	5.12	0
12	1585	0.0%	0.0%	19.2%	3.8%	77.0%	0.0%	0.0%	0.0%	342	4.50	1
13	290	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	91	3.19	0
14	105	0.0%	0.0%	90.5%	9.5%	0.0%	0.0%	0.0%	0.0%	27	3.89	0
15	550	0.0%	0.0%	51.8%	48.2%	0.0%	0.0%	0.0%	0.0%	411	1.34	0
16	875	0.0%	0.0%	43.4%	0.0%	56.6%	0.0%	0.0%	0.0%	303	2.89	0
17	75	0.0%	0.0%	40.0%	0.0%	60.0%	0.0%	0.0%	0.0%	70	1.07	0
18	-NE-											
19	270	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66	4.09	0
20	475	0.0%	0.0%	58.9%	41.1%	0.0%	0.0%	0.0%	0.0%	66	7.20	0
21	1365	0.0%	0.0%	99.3%	0.7%	0.0%	0.0%	0.0%	0.0%	193	7.07	0
22	755	0.0%	0.0%	88.7%	11.3%	0.0%	0.0%	0.0%	0.0%	179	4.22	0
23	1450	0.0%	0.0%	1.0%	99.0%	0.0%	0.0%	0.0%	0.0%	286	5.07	0
24	320	0.0%	0.0%	6.3%	93.8%	0.0%	0.0%	0.0%	0.0%	91	3.52	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	685	0.0%	0.0%	2.2%	97.8%	0.0%	0.0%	0.0%	0.0%	121	5.65	0
26	400	0.0%	0.0%	37.5%	61.7%	1.3%	0.0%	0.0%	0.0%	83	4.40	1
27	100	0.0%	0.0%	40.0%	60.0%	0.0%	0.0%	0.0%	0.0%	20	5.00	0
28	455	0.0%	0.0%	96.7%	3.3%	0.0%	0.0%	0.0%	0.0%	64	7.11	0
29	55	0.0%	0.0%	9.1%	90.9%	0.0%	0.0%	0.0%	0.0%	8	6.88	0
30	45	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	11	4.09	0
31	215	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	39	5.51	0
32	305	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	62	4.92	0
33	1775	0.0%	0.0%	18.3%	37.2%	44.5%	0.0%	0.0%	0.0%	3038	0.43	1
34	7690	3.8%	0.0%	72.2%	13.9%	10.0%	0.0%	0.0%	0.0%	36	4.31	1
35	1760	0.0%	0.0%	56.8%	28.4%	14.8%	0.0%	0.0%	0.0%	-NE-		
36	45	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	-NE-		
37	195	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	-NE-		
38	55	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	11	5.00	0
39	465	0.0%	0.0%	25.8%	38.7%	35.5%	0.0%	0.0%	0.0%	381	0.50	1
40	380	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	54	0.69	0
41	75	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17	2.35	1
42	825	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	30665	1.0%	0.0%	55.1%	22.9%	21.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	27.61	19.61	0.0	0.0	0.0	0.0	47.22	4.38	460	0.10	0.01	0.11	0
2	0.0	0.0	7.26	0.0	1.73	0.0	0.0	0.0	8.99	0.87	26	0.35	0.03	0.38	0
3	0.0	0.0	22.00	0.0	0.0	0.0	0.0	0.0	22.00	1.66	82	0.27	0.02	0.29	0
4	0.0	0.0	73.58	0.0	0.0	0.0	0.0	0.0	73.58	5.41	305	0.24	0.02	0.26	0
5	0.0	0.0	19.70	9.68	3.46	0.0	0.0	0.0	32.84	3.01	165	0.20	0.02	0.22	0
6	0.0	0.0	37.66	0.0	24.06	0.0	0.0	0.0	61.72	6.44	228	0.27	0.03	0.30	0
7	0.0	0.0	17.37	0.0	0.19	0.0	0.0	0.0	17.57	1.40	84	0.21	0.02	0.22	1
8	0.0	0.0	0.45	0.0	0.0	0.0	0.0	0.0	0.45	0.03	1	0.45	0.03	0.47	0
9	0.0	0.0	5.51	0.0	28.10	0.0	0.0	0.0	33.62	4.27	1231	0.02	0.00	0.02	1
10	0.0	0.0	47.93	0.0	0.0	0.0	0.0	0.0	47.93	3.85	141	0.34	0.03	0.37	0
11	0.0	0.0	59.06	0.0	5.39	0.0	0.0	0.0	64.45	5.75	213	0.30	0.03	0.33	0
12	0.0	0.0	21.11	2.98	46.97	0.0	0.0	0.0	71.06	8.36	342	0.20	0.02	0.23	1
13	0.0	0.0	18.43	0.0	0.0	0.0	0.0	0.0	18.43	1.53	91	0.20	0.02	0.22	0
14	0.0	0.0	5.91	0.50	0.0	0.0	0.0	0.0	6.40	0.55	27	0.24	0.02	0.26	0
15	0.0	0.0	17.94	13.16	0.0	0.0	0.0	0.0	31.09	2.90	411	0.08	0.01	0.08	0
16	0.0	0.0	23.62	0.0	19.06	0.0	0.0	0.0	42.68	4.62	303	0.14	0.02	0.16	0
17	0.0	0.0	1.87	0.0	1.73	0.0	0.0	0.0	3.60	0.40	70	0.05	0.01	0.06	0
18	-NE-														
19	0.0	0.0	17.19	0.0	0.0	0.0	0.0	0.0	17.19	1.42	66	0.26	0.02	0.28	0
20	0.0	0.0	18.14	9.68	0.0	0.0	0.0	0.0	27.82	2.51	66	0.42	0.04	0.46	0
21	0.0	0.0	100.58	0.50	0.0	0.0	0.0	0.0	101.07	7.20	193	0.52	0.04	0.56	0
22	0.0	0.0	44.90	4.22	0.0	0.0	0.0	0.0	49.12	3.98	179	0.27	0.02	0.30	0
23	0.0	0.0	1.34	71.24	0.0	0.0	0.0	0.0	72.58	7.65	286	0.25	0.03	0.28	0
24	0.0	0.0	1.78	14.89	0.0	0.0	0.0	0.0	16.67	1.69	91	0.18	0.02	0.20	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	A	B	TASK COST (\$) BY EMPLOYEE CATEGORY*						DIRECT TASK COST, \$	ADMIN. # TASK COST, \$	VOL-UME	DIRECT UNIT COST, \$	ADMIN. # UNIT COST, \$	TOTAL UNIT COST, \$	INC
			C	D	E	F	G	H							
25	0.0	0.0	1.34	33.26	0.0	0.0	0.0	0.0	34.60	3.61	121	0.29	0.03	0.32	0
26	0.0	0.0	9.96	12.16	0.19	0.0	0.0	0.0	22.32	2.11	83	0.25	0.02	0.27	1
27	0.0	0.0	2.38	2.98	0.0	0.0	0.0	0.0	5.36	0.53	20	0.27	0.03	0.29	0
28	0.0	0.0	27.67	0.74	0.0	0.0	0.0	0.0	28.41	2.40	64	0.44	0.04	0.48	0
29	0.0	0.0	0.45	2.48	0.0	0.0	0.0	0.0	2.93	0.29	8	0.37	0.04	0.40	0
30	0.0	0.0	0.0	2.23	0.0	0.0	0.0	0.0	2.23	0.24	11	0.20	0.02	0.22	0
31	0.0	0.0	0.0	10.67	0.0	0.0	0.0	0.0	10.67	1.13	39	0.27	0.03	0.30	0
32	0.0	0.0	0.0	15.14	0.0	0.0	0.0	0.0	15.14	1.61	62	0.24	0.03	0.27	0
33	0.0	0.0	20.20	32.77	30.41	0.0	0.0	0.0	83.39	9.37	3038	0.02	0.00	0.02	1
34	32.67	0.0	435.18	53.12	29.64	0.0	0.0	0.0	570.61	40.58	36	0.17	0.02	0.19	1
35	0.0	0.0	72.05	24.82	10.01	0.0	0.0	0.0	106.88	9.29	-NE-				
36	0.0	0.0	0.0	0.0	1.73	0.0	0.0	0.0	1.73	0.24	-NE-				
37	0.0	0.0	0.0	0.0	7.51	0.0	0.0	0.0	7.51	1.03	-NE-				
38	0.0	0.0	0.0	2.73	0.0	0.0	0.0	0.0	2.73	0.29	11	0.25	0.03	0.27	0
39	0.0	0.0	9.48	8.94	6.35	0.0	0.0	0.0	24.76	2.45	381	0.03	0.00	0.03	1
40	0.0	0.0	23.62	0.0	0.0	0.0	0.0	0.0	23.62	2.01	547	0.04	0.00	0.05	0
41	0.0	0.0	4.66	0.0	0.0	0.0	0.0	0.0	4.66	0.40	17	0.15	0.01	0.16	1
42	0.0	0.0	0.0	0.0	31.76	0.0	0.0	0.0	31.76	4.35	-NE-				
TOTAL	32.67	0.0	1217.91	348.52	248.32	0.0	0.0	0.0	1847.42	161.81					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK; E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST.\$	TOTAL TASK COST.\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	47.22	4.38	22.08	73.68	35.9%	0.0%	0.0%	37.5%	26.6%	0.0%	0.0%	0.0%	0.0%
2	8.99	0.87	4.39	14.25	36.9%	0.0%	0.0%	50.9%	0.0%	12.2%	0.0%	0.0%	0.0%
3	22.00	1.66	8.38	32.04	31.3%	0.0%	0.0%	68.7%	0.0%	0.0%	0.0%	0.0%	0.0%
4	73.58	5.41	27.27	106.26	30.8%	0.0%	0.0%	69.2%	0.0%	0.0%	0.0%	0.0%	0.0%
5	32.84	3.01	15.16	51.02	35.6%	0.0%	0.0%	38.6%	19.0%	6.8%	0.0%	0.0%	0.0%
6	61.72	6.44	32.46	100.62	38.7%	0.0%	0.0%	37.4%	0.0%	23.9%	0.0%	0.0%	0.0%
7	17.57	1.40	7.05	26.01	32.5%	0.0%	0.0%	66.8%	0.0%	0.7%	0.0%	0.0%	0.0%
8	0.45	0.03	0.13	0.60	26.4%	0.0%	0.0%	73.6%	0.0%	0.0%	0.0%	0.0%	0.0%
9	33.62	4.27	21.55	59.44	43.4%	0.0%	0.0%	9.3%	0.0%	47.3%	0.0%	0.0%	0.0%
10	47.93	3.85	19.42	71.21	32.7%	0.0%	0.0%	67.3%	0.0%	0.0%	0.0%	0.0%	0.0%
11	64.45	5.75	29.00	99.20	35.0%	0.0%	0.0%	59.5%	0.0%	5.4%	0.0%	0.0%	0.0%
12	71.06	8.36	42.17	121.59	41.6%	0.0%	0.0%	17.4%	2.4%	38.6%	0.0%	0.0%	0.0%
13	18.43	1.53	7.71	27.68	33.4%	0.0%	0.0%	66.6%	0.0%	0.0%	0.0%	0.0%	0.0%
14	6.40	0.55	2.79	9.75	34.3%	0.0%	0.0%	60.6%	5.1%	0.0%	0.0%	0.0%	0.0%
15	31.09	2.90	14.63	48.63	36.1%	0.0%	0.0%	36.9%	27.1%	0.0%	0.0%	0.0%	0.0%
16	42.68	4.62	23.28	70.58	39.5%	0.0%	0.0%	33.5%	0.0%	27.0%	0.0%	0.0%	0.0%
17	3.60	0.40	2.00	5.99	39.9%	0.0%	0.0%	31.1%	0.0%	28.9%	0.0%	0.0%	0.0%
18	-NE-												
19	17.19	1.42	7.18	25.80	33.4%	0.0%	0.0%	66.6%	0.0%	0.0%	0.0%	0.0%	0.0%
20	27.82	2.51	12.64	42.97	35.2%	0.0%	0.0%	42.2%	22.5%	0.0%	0.0%	0.0%	0.0%
21	101.07	7.20	36.31	144.59	30.1%	0.0%	0.0%	69.6%	0.3%	0.0%	0.0%	0.0%	0.0%
22	49.12	3.98	20.08	73.19	32.9%	0.0%	0.0%	61.3%	5.8%	0.0%	0.0%	0.0%	0.0%
23	72.58	7.65	38.57	118.80	38.9%	0.0%	0.0%	1.1%	60.0%	0.0%	0.0%	0.0%	0.0%
24	16.67	1.69	8.51	26.88	38.0%	0.0%	0.0%	6.6%	55.4%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 2
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	34.60	3.61	18.22	56.44	38.7%	0.0%	0.0%	2.4%	58.9%	0.0%	0.0%	0.0%	0.0%
26	22.32	2.11	10.64	35.07	36.4%	0.0%	0.0%	28.4%	34.7%	0.5%	0.0%	0.0%	0.0%
27	5.36	0.53	2.66	8.55	37.3%	0.0%	0.0%	27.9%	34.8%	0.0%	0.0%	0.0%	0.0%
28	28.41	2.40	12.10	42.92	33.8%	0.0%	0.0%	64.5%	1.7%	0.0%	0.0%	0.0%	0.0%
29	2.93	0.29	1.46	4.68	37.5%	0.0%	0.0%	9.5%	53.0%	0.0%	0.0%	0.0%	0.0%
30	2.23	0.24	1.20	3.67	39.1%	0.0%	0.0%	0.0%	60.9%	0.0%	0.0%	0.0%	0.0%
31	10.67	1.13	5.72	17.53	39.1%	0.0%	0.0%	0.0%	60.9%	0.0%	0.0%	0.0%	0.0%
32	15.14	1.61	8.11	24.87	39.1%	0.0%	0.0%	0.0%	60.9%	0.0%	0.0%	0.0%	0.0%
33	83.39	9.37	47.22	139.97	40.4%	0.0%	0.0%	14.4%	23.4%	21.7%	0.0%	0.0%	0.0%
34**	570.21	40.58	** ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	106.88	9.29	46.82	162.99	34.4%	0.0%	0.0%	44.2%	15.2%	6.1%	0.0%	0.0%	0.0%
36	1.73	0.24	1.20	3.17	45.3%	0.0%	0.0%	0.0%	0.0%	54.7%	0.0%	0.0%	0.0%
37	7.51	1.03	5.19	13.72	45.3%	0.0%	0.0%	0.0%	0.0%	54.7%	0.0%	0.0%	0.0%
38	2.73	0.29	1.46	4.48	39.1%	0.0%	0.0%	0.0%	60.9%	0.0%	0.0%	0.0%	0.0%
39	24.76	2.45	12.37	39.59	37.4%	0.0%	0.0%	23.9%	22.6%	16.0%	0.0%	0.0%	0.0%
40	23.62	2.01	10.11	35.74	33.9%	0.0%	0.0%	66.1%	0.0%	0.0%	0.0%	0.0%	0.0%
41	4.66	0.40	2.00	7.05	33.9%	0.0%	0.0%	66.1%	0.0%	0.0%	0.0%	0.0%	0.0%
42	31.76	4.35	21.95	58.06	45.3%	0.0%	0.0%	0.0%	0.0%	54.7%	0.0%	0.0%	0.0%
TOTAL	1276.81	121.23	611.19	2009.24	36.5%	0.0%	0.0%	38.0%	14.7%	10.9%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

** ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	0	0	1	0	0	0	0	0	1	0.0%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0	0	3	0	0	0	0	0	3	0.0%	0.0%	37.5%	0.0%	0.0%	0.0%	0.0%	0.0%
3	0	0	1	0	0	0	0	0	1	0.0%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0	0	1	0	0	0	0	0	1	0.0%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0	0	2	0	0	0	0	0	2	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	0	0	8	0	0	0	0	0	8	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- * NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 401
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	1	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	1.00	0
2	3	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	3.00	0
3	1	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	1.00	0
4	1	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	1.00	0
5	2	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	2.00	0
TOTAL	8	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1053

1059

LIBRARY NO 401

ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.0	0.0	0.05	0.0	0.0	0.0	0.0	0.0	0.05	0.0	1	0.05	0.0	0.05	0
2	0.0	0.0	0.15	0.0	0.0	0.0	0.0	0.0	0.15	0.0	1	0.15	0.0	0.15	0
3	0.0	0.0	0.05	0.0	0.0	0.0	0.0	0.0	0.05	0.0	1	0.05	0.0	0.05	0
4	0.0	0.0	0.05	0.0	0.0	0.0	0.0	0.0	0.05	0.0	1	0.05	0.0	0.05	0
5	0.0	0.0	0.10	0.0	0.0	0.0	0.0	0.0	0.10	0.0	1	0.10	0.0	0.10	0
TOTAL	0.0	0.0	0.39	0.0	0.0	0.0	0.0	0.0	0.39	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 401
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK ## COST, \$	TOTAL TASK COST, \$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	0.05	0.0	0.0	0.05	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0.15	0.0	0.0	0.15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	0.05	0.0	0.0	0.05	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0.05	0.0	0.0	0.05	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0.10	0.0	0.0	0.10	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	0.39	0.0	0.0	0.39	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1062

1063

LIBRARY NO 403
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	30	0	0	0	0	0	0	0	30	9.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
6	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	-NE-																
9	-NE-																
10	-NE-																
11	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
12	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	-NE-																
15	-NE-																
16	-NE-																
17	-NE-																
18	-NE-																
19	-NE-																
20	185	0	10	0	0	0	0	0	195	56.1%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%
21	70	0	10	0	0	0	0	0	80	21.2%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%
22	-NE-																
23	0	0	65	0	0	0	0	0	65	0.0%	0.0%	29.5%	0.0%	0.0%	0.0%	0.0%	0.0%
24	0	0	10	0	0	0	0	0	10	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	10	0	0	0	0	0	10	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	-NE-																
29	0	0	5	0	0	0	0	0	5	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
30	-NE-																
31	0	0	10	0	0	0	0	0	10	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%
32	0	0	40	0	0	0	0	0	40	0.0%	0.0%	18.2%	0.0%	0.0%	0.0%	0.0%	0.0%
33	-NE-																
34	10	0	10	0	0	0	0	0	20	3.0%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%
35	35	0	15	0	0	0	0	0	50	10.6%	0.0%	6.8%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	330	0	220	0	0	0	0	0	550	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	30	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
2	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
3	-NE-											
4	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
5	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
6	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
7	-NE-											
8	-NE-											
9	-NE-											
10	-NE-											
11	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
12	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
13	-NE-											
14	-NE-											
15	-NE-											
16	-NE-											
17	-NE-											
18	-NE-											
19	-NE-											
20	195	94.9%	0.0%	5.1%	0.0%	0.0%	0.0%	0.0%	0.0%	1	10.00	1
21	80	87.5%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	28	2.86	0
22	-NE-											
23	65	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	24	2.71	0
24	10	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9	1.11	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1068

559

1069

LIBRARY NO 403

ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	10	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11	0.91	0
26	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	1.67	0
27	-NE-											
28	-NE-											
29	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
30	-NE-											
31	10	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12	0.83	0
32	40	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	28	1.43	0
33	-NE-											
34	20	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	10.00	1
35	50	70.0%	0.0%	30.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	550	60.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 403

ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	5.46	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.46	0.33	-NE-				
2	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	1	0.38	0.06	0.44	0
3	-NE-														
4	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	1	0.38	0.06	0.44	0
5	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	1	0.38	0.06	0.44	0
6	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	1	0.38	0.06	0.44	0
7	-NE-														
8	-NE-														
9	-NE-														
10	-NE-														
11	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	1	0.38	0.06	0.44	0
12	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	1	0.38	0.06	0.44	0
13	-NE-														
14	-NE-														
15	-NE-														
16	-NE-														
17	-NE-														
18	-NE-														
19	-NE-														
20	33.81	0.0	0.77	0.0	0.0	0.0	0.0	0.0	34.58	2.16	1	0.77	0.11	0.88	1
21	13.19	0.0	0.77	0.0	0.0	0.0	0.0	0.0	13.96	0.89	28	0.50	0.03	0.53	0
22	-NE-														
23	0.0	0.0	5.00	0.0	0.0	0.0	0.0	0.0	5.00	0.72	24	0.21	0.03	0.24	0
24	0.0	0.0	0.77	0.0	0.0	0.0	0.0	0.0	0.77	0.11	9	0.09	0.01	0.10	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 403
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$1) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.77	0.0	0.0	0.0	0.0	0.0	0.77	0.11	11	0.07	0.01	0.08	0
26	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	3	0.13	0.02	0.15	0
27	-NE-														
28	-NE-														
29	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.06	1	0.38	0.06	0.44	0
30	-NE-														
31	0.0	0.0	0.77	0.0	0.0	0.0	0.0	0.0	0.77	0.11	12	0.06	0.01	0.07	0
32	0.0	0.0	3.08	0.0	0.0	0.0	0.0	0.0	3.08	0.44	28	0.11	0.02	0.13	0
33	-NE-														
34	1.91	0.0	0.77	0.0	0.0	0.0	0.0	0.0	2.68	0.22	1	0.77	0.11	0.88	1
35	6.55	0.0	1.15	0.0	0.0	0.0	0.0	0.0	7.71	0.55	-NE-				
TOTAL	60.92	0.0	16.94	0.0	0.0	0.0	0.0	0.0	77.86	6.10					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1074

1075

LIBRARY NO 403

ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	5.46	0.33	0.16	5.96	8.3%	91.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
6	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	-NE-												
9	-NE-												
10	-NE-												
11	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
12	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	-NE-												
15	-NE-												
16	-NE-												
17	-NE-												
18	-NF-												
19	-NE-												
20	34.58	2.16	1.07	37.81	8.5%	89.4%	0.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	13.96	0.89	0.44	15.29	8.7%	86.3%	0.0%	5.0%	0.0%	6.0%	0.0%	0.0%	0.0%
22	-NE-												
23	5.00	0.72	0.36	6.08	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
24	0.77	0.11	0.05	0.94	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1076

LIBRARY NO 403
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	0.77	0.11	0.05	0.94	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
26	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	-NE-												
29	0.38	0.06	0.03	0.47	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
30	-NE-												
31	0.77	0.11	0.05	0.94	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
32	3.08	0.44	0.22	3.74	17.7%	0.0%	0.0%	82.3%	0.0%	0.0%	0.0%	0.0%	0.0%
33	-NE-												
34##	2.68	0.22	## ADMINISTRATIVE TASKS. DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	7.71	0.55	0.27	8.53	9.7%	76.8%	0.0%	13.5%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	75.18	5.88	2.90	83.96	10.5%	70.3%	0.0%	19.3%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	5	0	0	370	0	0	0	0	375	12.5%	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%
2	10	0	0	10	0	0	0	0	20	25.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
3	5	0	0	126	0	0	0	0	131	12.5%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
4	20	0	0	615	0	0	0	0	635	50.0%	0.0%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%
5	0	0	0	410	0	0	0	0	410	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%
6	0	0	0	445	15	0	0	0	460	0.0%	0.0%	0.0%	2.6%	75.0%	0.0%	0.0%	0.0%
7	0	0	0	125	0	0	0	0	125	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
8	-NE-																
9	0	0	0	625	0	0	0	0	625	0.0%	0.0%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%
10	0	0	0	495	0	0	0	0	495	0.0%	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%
11	0	0	0	725	0	0	0	0	725	0.0%	0.0%	0.0%	4.2%	0.0%	0.0%	0.0%	0.0%
12	0	0	0	2400	0	0	0	0	2400	0.0%	0.0%	0.0%	13.9%	0.0%	0.0%	0.0%	0.0%
13	0	0	0	50	0	0	0	0	50	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
14	0	0	0	85	0	0	0	0	85	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
15	0	0	0	1060	0	0	0	0	1060	0.0%	0.0%	0.0%	6.2%	0.0%	0.0%	0.0%	0.0%
16	0	0	0	142	0	0	0	0	142	0.0%	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%
17	0	0	0	60	5	0	0	0	65	0.0%	0.0%	0.0%	0.3%	25.0%	0.0%	0.0%	0.0%
18	-NE-																
19	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20	0	0	0	315	0	0	0	0	315	0.0%	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%
21	0	0	0	865	0	0	0	0	865	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%
22	0	0	0	210	0	0	0	0	210	0.0%	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%
23	0	0	0	1305	0	0	0	0	1305	0.0%	0.0%	0.0%	7.6%	0.0%	0.0%	0.0%	0.0%
24	0	0	0	35	0	0	0	0	35	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	0	1290	0	0	0	0	1290	0.0%	0.0%	0.0%	7.5%	0.0%	0.0%	0.0%	0.0%
26	0	0	0	1885	0	0	0	0	1885	0.0%	0.0%	0.0%	10.9%	0.0%	0.0%	0.0%	0.0%
27	0	0	0	175	0	0	0	0	175	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
28	0	0	0	590	0	0	0	0	590	0.0%	0.0%	0.0%	3.4%	0.0%	0.0%	0.0%	0.0%
29	0	0	0	45	0	0	0	0	45	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
30	0	0	0	90	0	0	0	0	90	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
31	0	0	0	280	0	0	0	0	280	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%
32	0	0	0	420	0	0	0	0	420	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%
33	0	0	0	405	0	0	0	0	405	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%
34	0	0	0	645	0	0	0	0	645	0.0%	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	0.0%
35	0	0	0	640	0	0	0	0	640	0.0%	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	0.0%
36	0	0	0	155	0	0	0	0	155	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
37	0	0	0	115	0	0	0	0	115	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
38	0	0	0	5	0	0	0	0	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	40	0	0	17218	20	0	0	0	17278	100.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1082

1083

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	375	1.3%	0.0%	0.0%	98.7%	0.0%	0.0%	0.0%	0.0%	298	1.26	0
2	20	50.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	4	5.00	0
3	131	3.8%	0.0%	0.0%	96.2%	0.0%	0.0%	0.0%	0.0%	56	2.34	0
4	635	3.1%	0.0%	0.0%	96.9%	0.0%	0.0%	0.0%	0.0%	316	2.01	0
5	410	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	166	2.47	0
6	460	0.0%	0.0%	0.0%	96.7%	3.3%	0.0%	0.0%	0.0%	139	3.31	0
7	125	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	33	3.79	0
8	-NE-											
9	625	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	84	7.44	0
10	495	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	202	2.45	0
11	725	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	217	3.34	0
12	2400	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	222	10.81	0
13	50	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	27	1.85	0
14	85	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	14	6.07	0
15	1060	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	372	2.85	0
16	142	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	33	4.30	0
17	65	0.0%	0.0%	0.0%	92.3%	7.7%	0.0%	0.0%	0.0%	80	0.81	0
18	-NE-											
19	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	3	1.67	0
20	315	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	50	6.30	0
21	865	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	115	7.52	0
22	210	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	64	3.28	0
23	1305	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	128	10.20	0
24	35	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	13	2.69	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	1290	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	178	7.25	0
26	1885	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	234	8.06	0
27	175	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	45	3.89	0
28	590	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	69	8.55	0
29	45	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	10	4.50	0
30	90	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	20	4.50	0
31	280	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	62	4.52	0
32	420	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	60	7.00	0
33	405	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	75	5.40	0
34	645	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
35	640	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
36	155	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	447	0.35	0
37	115	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	194	0.59	0
38	5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
TOTAL	17278	0.2%	0.0%	0.0%	99.7%	0.1%	0.0%	0.0%	0.0%			

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.74	0.0	0.0	47.86	0.0	0.0	0.0	0.0	48.60	1.88	298	0.16	0.01	0.17	0
2	1.48	0.0	0.0	1.29	0.0	0.0	0.0	0.0	2.77	0.10	4	0.69	0.03	0.72	0
3	0.74	0.0	0.0	16.30	0.0	0.0	0.0	0.0	17.04	0.66	56	0.30	0.01	0.32	0
4	2.96	0.0	0.0	79.55	0.0	0.0	0.0	0.0	82.51	3.19	316	0.26	0.01	0.27	0
5	0.0	0.0	0.0	53.03	0.0	0.0	0.0	0.0	53.03	2.06	166	0.32	0.01	0.33	0
6	0.0	0.0	0.0	57.56	0.92	0.0	0.0	0.0	58.48	2.31	139	0.42	0.02	0.44	0
7	0.0	0.0	0.0	16.17	0.0	0.0	0.0	0.0	16.17	0.63	33	0.49	0.02	0.51	0
8	-NE-														
9	0.0	0.0	0.0	80.84	0.0	0.0	0.0	0.0	80.84	3.14	84	0.96	0.04	1.00	0
10	0.0	0.0	0.0	64.03	0.0	0.0	0.0	0.0	64.03	2.49	202	0.32	0.01	0.33	0
11	0.0	0.0	0.0	93.63	0.0	0.0	0.0	0.0	93.63	3.64	217	0.43	0.02	0.45	0
12	0.0	0.0	0.0	303.36	0.0	0.0	0.0	0.0	303.36	12.06	222	1.37	0.05	1.42	0
13	0.0	0.0	0.0	6.47	0.0	0.0	0.0	0.0	6.47	0.25	27	0.24	0.01	0.25	0
14	0.0	0.0	0.0	10.99	0.0	0.0	0.0	0.0	10.99	0.43	14	0.79	0.03	0.82	0
15	0.0	0.0	0.0	92.74	0.0	0.0	0.0	0.0	92.74	5.33	372	0.25	0.01	0.26	0
16	0.0	0.0	0.0	18.34	0.0	0.0	0.0	0.0	18.34	0.71	33	0.56	0.02	0.58	0
17	0.0	0.0	0.0	7.76	0.31	0.0	0.0	0.0	8.07	0.33	80	0.10	0.00	0.10	0
18	-NE-														
19	0.0	0.0	0.0	0.65	0.0	0.0	0.0	0.0	0.65	0.03	3	0.22	0.01	0.22	0
20	0.0	0.0	0.0	40.74	0.0	0.0	0.0	0.0	40.74	1.58	50	0.81	0.03	0.85	0
21	0.0	0.0	0.0	111.89	0.0	0.0	0.0	0.0	111.89	4.35	115	0.97	0.04	1.01	0
22	0.0	0.0	0.0	27.16	0.0	0.0	0.0	0.0	27.16	1.06	64	0.42	0.02	0.44	0
23	0.0	0.0	0.0	168.80	0.0	0.0	0.0	0.0	168.80	6.56	128	1.32	0.05	1.37	0
24	0.0	0.0	0.0	4.53	0.0	0.0	0.0	0.0	4.53	0.18	13	0.35	0.01	0.36	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	0.0	166.86	0.0	0.0	0.0	0.0	166.86	6.48	178	0.94	0.04	0.97	0
26	0.0	0.0	0.0	243.82	0.0	0.0	0.0	0.0	243.82	9.47	234	1.04	0.04	1.08	0
27	0.0	0.0	0.0	22.64	0.0	0.0	0.0	0.0	22.64	0.88	45	0.50	0.02	0.52	0
28	0.0	0.0	0.0	76.31	0.0	0.0	0.0	0.0	76.31	2.96	69	1.11	0.04	1.15	0
29	0.0	0.0	0.0	5.82	0.0	0.0	0.0	0.0	5.82	0.23	10	0.58	0.02	0.60	0
30	0.0	0.0	0.0	11.64	0.0	0.0	0.0	0.0	11.64	0.45	20	0.58	0.02	0.60	0
31	0.0	0.0	0.0	36.22	0.0	0.0	0.0	0.0	36.22	1.41	62	0.58	0.02	0.61	0
32	0.0	0.0	0.0	53.15	0.0	0.0	0.0	0.0	53.15	2.11	60	0.89	0.04	0.92	0
33	0.0	0.0	0.0	52.39	0.0	0.0	0.0	0.0	52.39	2.04	75	0.70	0.03	0.73	0
34	0.0	0.0	0.0	83.43	0.0	0.0	0.0	0.0	83.43	3.24	-NE-				
35	0.0	0.0	0.0	82.78	0.0	0.0	0.0	0.0	82.78	3.22	-NE-				
36	0.0	0.0	0.0	20.05	0.0	0.0	0.0	0.0	20.05	0.78	447	0.04	0.00	0.05	0
37	0.0	0.0	0.0	14.87	0.0	0.0	0.0	0.0	14.87	0.58	194	0.08	0.00	0.08	0
38	0.0	0.0	0.0	0.65	0.0	0.0	0.0	0.0	0.65	0.03	1	0.65	0.03	0.67	0
TOTAL	5.92	0.0	0.0	2174.30	1.23	0.0	0.0	0.0	2181.45	86.83					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1090

1091

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	48.60	1.88	1.95	52.44	7.3%	1.4%	0.0%	0.0%	91.3%	0.0%	0.0%	0.0%	0.0%
2	2.77	0.10	0.10	2.98	6.9%	49.7%	0.0%	0.0%	43.4%	0.0%	0.0%	0.0%	0.0%
3	17.04	0.66	0.68	18.38	7.3%	4.0%	0.0%	0.0%	88.7%	0.0%	0.0%	0.0%	0.0%
4	82.51	3.19	3.31	89.01	7.3%	3.3%	0.0%	0.0%	89.4%	0.0%	0.0%	0.0%	0.0%
5	53.03	2.06	2.14	57.23	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
6	58.48	2.31	2.40	63.19	7.5%	0.0%	0.0%	0.0%	91.1%	1.5%	0.0%	0.0%	0.0%
7	16.17	0.63	0.65	17.45	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
8	-NE-												
9	80.84	3.14	3.26	87.24	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
10	64.03	2.49	2.58	69.09	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
11	93.63	3.64	3.78	101.05	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
12	303.36	12.06	12.51	327.93	7.5%	0.0%	0.0%	0.0%	92.5%	0.0%	0.0%	0.0%	0.0%
13	6.47	0.25	0.26	6.98	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
14	10.99	0.43	0.44	11.86	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
15	92.74	5.33	5.52	103.59	10.5%	0.0%	0.0%	0.0%	89.5%	0.0%	0.0%	0.0%	0.0%
16	18.34	0.71	0.74	19.79	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
17	8.07	0.33	0.34	8.73	7.6%	0.0%	0.0%	0.0%	88.9%	3.5%	0.0%	0.0%	0.0%
18	-NE-												
19	0.65	0.03	0.03	0.70	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
20	40.74	1.58	1.64	43.97	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
21	111.89	4.35	4.51	120.74	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
22	27.16	1.06	1.09	29.31	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
23	168.80	6.56	6.80	182.16	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
24	4.53	0.18	0.18	4.89	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 201
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	166.86	6.48	6.72	180.06	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
26	243.82	9.47	9.82	263.11	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
27	22.64	0.88	0.91	24.43	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
28	76.31	2.96	3.07	82.35	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
29	5.82	0.23	0.23	6.28	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
30	11.64	0.45	0.47	12.56	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
31	36.22	1.41	1.46	39.08	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
32	53.15	2.11	2.19	57.45	7.5%	0.0%	0.0%	0.0%	92.5%	0.0%	0.0%	0.0%	0.0%
33	52.39	2.04	2.11	56.53	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
34##	83.43	3.24 ## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS											
35	82.78	3.22	3.33	89.33	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
36	20.05	0.78	0.81	21.64	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
37	14.87	0.58	0.60	16.05	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
38	0.65	0.03	0.03	0.70	7.3%	0.0%	0.0%	0.0%	92.7%	0.0%	0.0%	0.0%	0.0%
TOTAL	2098.02	83.59	86.67	2268.28	7.5%	0.3%	0.0%	0.0%	92.2%	0.1%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	70	0	670	20	0	0	0	0	760	1.0%	0.0%	9.3%	0.2%	0.0%	0.0%	0.0%	0.0%
2	0	0	0	280	0	0	0	0	280	0.0%	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%
3	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
4	0	0	800	0	0	0	0	0	800	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%
5	30	0	40	0	0	0	0	0	70	0.4%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
6	1375	0	870	690	0	0	0	0	2935	19.3%	0.0%	12.1%	6.4%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	-NE-																
9	15	0	0	120	0	0	0	0	135	0.2%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	0	0	240	375	0	0	0	0	615	0.0%	0.0%	3.3%	3.5%	0.0%	0.0%	0.0%	0.0%
12	0	0	370	1410	0	0	0	0	1780	0.0%	0.0%	5.1%	13.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	5	0	10	0	0	0	0	0	15	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
15	0	0	355	125	0	0	0	0	480	0.0%	0.0%	4.9%	1.2%	0.0%	0.0%	0.0%	0.0%
16	0	0	60	0	0	0	0	0	60	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
17	185	0	0	600	55	0	0	0	840	2.6%	0.0%	0.0%	5.5%	84.6%	0.0%	0.0%	0.0%
18	-NE-																
19	0	0	10	910	0	0	0	0	920	0.0%	0.0%	0.1%	8.4%	0.0%	0.0%	0.0%	0.0%
20	10	0	0	0	0	0	0	0	10	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
22	0	0	55	0	0	0	0	0	55	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
23	15	0	125	1005	0	0	0	0	1145	0.2%	0.0%	1.7%	9.3%	0.0%	0.0%	0.0%	0.0%
24	0	0	85	0	0	0	0	0	85	0.0%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	0	0	555	70	0	0	0	0	625	0.0%	0.0%	7.7%	0.6%	0.0%	0.0%	0.0%	0.0%
26	0	0	70	160	0	0	0	0	230	0.0%	0.0%	1.0%	1.5%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	-NE-																
29	-NE-																
30	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
31	0	0	195	0	0	0	0	0	195	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%
32	0	0	20	0	0	0	0	0	20	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
33	0	0	0	175	0	0	0	0	175	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%
34	5350	0	1905	1275	0	0	0	0	8530	74.9%	0.0%	26.4%	11.7%	0.0%	0.0%	0.0%	0.0%
35	60	0	435	0	10	0	0	0	505	0.8%	0.0%	6.0%	0.0%	15.4%	0.0%	0.0%	0.0%
36	0	0	0	105	0	0	0	0	105	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
37	0	0	0	35	0	0	0	0	35	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
38	0	0	30	1900	0	0	0	0	1930	0.0%	0.0%	0.4%	17.5%	0.0%	0.0%	0.0%	0.0%
39	0	0	55	480	0	0	0	0	535	0.0%	0.0%	0.8%	4.4%	0.0%	0.0%	0.0%	0.0%
40	0	0	0	100	0	0	0	0	100	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
41	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
42	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
43	25	0	30	0	0	0	0	0	55	0.4%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
44	0	0	50	0	0	0	0	0	50	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
45	0	0	10	960	0	0	0	0	970	0.0%	0.0%	0.1%	8.8%	0.0%	0.0%	0.0%	0.0%
46	0	0	120	0	0	0	0	0	120	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%
47	0	0	10	0	0	0	0	0	10	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
48	0	0	20	0	0	0	0	0	20	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	7140	0	7210	10855	65	0	0	0	25270	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1098

1099

LIBRARY NO 301

ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	760	9.2%	0.0%	88.2%	2.6%	0.0%	0.0%	0.0%	0.0%	1286	0.59	0
2	280	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	200	1.40	0
3	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6	0.83	0
4	800	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1059	0.76	0
5	70	42.9%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%	0.0%	121	0.58	0
6	2935	46.8%	0.0%	29.6%	23.5%	0.0%	0.0%	0.0%	0.0%	1834	1.27	1
7	-NE-											
8	-NE-											
9	135	11.1%	0.0%	0.0%	88.9%	0.0%	0.0%	0.0%	0.0%	40	3.38	0
10	-NE-											
11	615	0.0%	0.0%	39.0%	61.0%	0.0%	0.0%	0.0%	0.0%	677	0.91	0
12	1780	0.0%	0.0%	20.8%	79.2%	0.0%	0.0%	0.0%	0.0%	1822	0.98	0
13	-NE-											
14	15	33.3%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	7	2.14	0
15	480	0.0%	0.0%	74.0%	26.0%	0.0%	0.0%	0.0%	0.0%	950	0.51	0
16	60	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80	0.75	0
17	840	22.0%	0.0%	0.0%	71.4%	6.5%	0.0%	0.0%	0.0%	1162	0.72	0
18	-NE-											
19	920	0.0%	0.0%	1.1%	98.9%	0.0%	0.0%	0.0%	0.0%	685	1.34	0
20	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	10.00	0
21	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2	2.50	0
22	55	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30	1.83	0
23	1145	1.3%	0.0%	10.9%	87.8%	0.0%	0.0%	0.0%	0.0%	609	1.83	1
24	85	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	94	0.90	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 301
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	625	0.0%	0.0%	88.8%	11.2%	0.0%	0.0%	0.0%	0.0%	345	1.81	0
26	230	0.0%	0.0%	30.4%	69.6%	0.0%	0.0%	0.0%	0.0%	135	1.70	0
27	-NE-											
28	-NE-											
29	-NF-											
30	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	1.67	0
31	195	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	76	2.57	0
32	20	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	32	0.63	0
33	175	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	430	0.41	0
34	8530	62.7%	0.0%	22.3%	14.9%	0.0%	0.0%	0.0%	0.0%	-NE-		
35	505	11.9%	0.0%	86.1%	0.0%	2.0%	0.0%	0.0%	0.0%	-NE-		
36	105	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	25	4.20	0
37	35	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	10	3.50	0
38	1930	0.0%	0.0%	1.6%	98.4%	0.0%	0.0%	0.0%	0.0%	2049	0.94	0
39	535	0.0%	0.0%	10.3%	89.7%	0.0%	0.0%	0.0%	0.0%	415	1.29	0
40	100	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	15	6.67	0
41	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1	30.00	0
42	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	40	0.75	0
43	55	45.5%	0.0%	54.5%	0.0%	0.0%	0.0%	0.0%	0.0%	32	1.72	0
44	50	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	150	0.33	0
45	970	0.0%	0.0%	1.0%	99.0%	0.0%	0.0%	0.0%	0.0%	1192	0.81	0
46	120	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	135	0.89	0
47	10	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	10.00	0
48	20	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	265	0.08	0
TOTAL	25270	28.3%	0.0%	28.5%	43.0%	0.3%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1102

1103

LIBRARY NO 301
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	9.66	0.0	53.50	0.93	0.0	0.0	0.0	0.0	64.09	3.18	1286	0.05	0.00	0.05	0
2	0.0	0.0	0.0	13.03	0.0	0.0	0.0	0.0	13.03	1.17	200	0.07	0.01	0.07	0
3	0.0	0.0	0.40	0.0	0.0	0.0	0.0	0.0	0.40	0.02	6	0.07	0.00	0.07	0
4	0.0	0.0	63.88	0.0	0.0	0.0	0.0	0.0	63.88	3.34	1059	0.06	0.00	0.06	0
5	4.14	0.0	3.19	0.0	0.0	0.0	0.0	0.0	7.33	0.29	121	0.06	0.00	0.06	0
6	189.76	0.0	69.47	32.12	0.0	0.0	0.0	0.0	291.35	12.26	1834	0.14	0.01	0.15	1
7	-NE-														
8	-NE-														
9	2.07	0.0	0.0	5.59	0.0	0.0	0.0	0.0	7.66	0.56	40	0.19	0.01	0.21	0
10	-NE-														
11	0.0	0.0	19.16	17.76	0.0	0.0	0.0	0.0	36.93	2.57	677	0.05	0.00	0.06	0
12	0.0	0.0	29.54	66.86	0.0	0.0	0.0	0.0	96.40	7.44	1822	0.05	0.00	0.06	0
13	-NE-														
14	0.69	0.0	0.80	0.0	0.0	0.0	0.0	0.0	1.49	0.06	7	0.21	0.01	0.22	0
15	0.0	0.0	28.35	5.82	0.0	0.0	0.0	0.0	34.17	2.01	950	0.04	0.00	0.04	0
16	0.0	0.0	4.79	0.0	0.0	0.0	0.0	0.0	4.79	0.25	80	0.06	0.00	0.06	0
17	25.53	0.0	0.0	27.93	2.45	0.0	0.0	0.0	55.91	3.51	1162	0.05	0.00	0.05	0
18	-NE-														
19	0.0	0.0	0.80	42.36	0.0	0.0	0.0	0.0	43.16	3.84	685	0.06	0.01	0.07	0
20	1.38	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.38	0.04	1	1.38	0.04	1.42	0
21	0.0	0.0	0.40	0.0	0.0	0.0	0.0	0.0	0.40	0.02	2	0.20	0.01	0.21	0
22	0.0	0.0	4.39	0.0	0.0	0.0	0.0	0.0	4.39	0.23	30	0.15	0.01	0.15	0
23	2.07	0.0	9.98	46.78	0.0	0.0	0.0	0.0	58.83	4.78	609	0.09	0.01	0.10	1
24	0.0	0.0	6.79	0.0	0.0	0.0	0.0	0.0	6.79	0.36	94	0.07	0.00	0.08	0

NOTE: -NE- * NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	0.0	0.0	44.32	3.26	0.0	0.0	0.0	0.0	47.58	2.61	345	0.14	0.01	0.15	0
26	0.0	0.0	5.59	7.45	0.0	0.0	0.0	0.0	13.04	0.96	135	0.10	0.01	0.10	0
27	-NE-														
28	-NE-														
29	-NE-														
30	0.0	0.0	0.40	0.0	0.0	0.0	0.0	0.0	0.40	0.02	3	0.13	0.01	0.14	0
31	0.0	0.0	15.57	0.0	0.0	0.0	0.0	0.0	15.57	0.81	76	0.20	0.01	0.22	0
32	0.0	0.0	1.60	0.0	0.0	0.0	0.0	0.0	1.60	0.08	32	0.05	0.00	0.05	0
33	0.0	0.0	0.0	8.15	0.0	0.0	0.0	0.0	8.15	0.73	430	0.02	0.00	0.02	0
34	738.34	0.0	152.12	59.35	0.0	0.0	0.0	0.0	949.80	35.64	-NE-				
35	8.28	0.0	34.74	0.0	0.45	0.0	0.0	0.0	43.46	2.11	-NE-				
36	0.0	0.0	0.0	4.89	0.0	0.0	0.0	0.0	4.89	0.44	25	0.20	0.02	0.21	0
37	0.0	0.0	0.0	1.63	0.0	0.0	0.0	0.0	1.63	0.15	10	0.16	0.01	0.18	0
38	0.0	0.0	2.40	88.44	0.0	0.0	0.0	0.0	90.84	8.06	2049	0.04	0.00	0.05	0
39	0.0	0.0	4.39	22.34	0.0	0.0	0.0	0.0	26.74	2.24	415	0.06	0.01	0.07	0
40	0.0	0.0	0.0	4.65	0.0	0.0	0.0	0.0	4.65	0.42	15	0.31	0.03	0.34	0
41	0.0	0.0	0.0	1.40	0.0	0.0	0.0	0.0	1.40	0.13	1	1.40	0.13	1.52	0
42	0.0	0.0	0.0	1.40	0.0	0.0	0.0	0.0	1.40	0.13	40	0.03	0.00	0.04	0
43	3.45	0.0	2.40	0.0	0.0	0.0	0.0	0.0	5.85	0.23	32	0.18	0.01	0.19	0
44	0.0	0.0	3.99	0.0	0.0	0.0	0.0	0.0	3.99	0.21	150	0.03	0.00	0.03	0
45	0.0	0.0	0.80	44.69	0.0	0.0	0.0	0.0	45.49	4.05	1192	0.04	0.00	0.04	0
46	0.0	0.0	9.58	0.0	0.0	0.0	0.0	0.0	9.58	0.50	135	0.07	0.00	0.07	0
47	0.0	0.0	0.80	0.0	0.0	0.0	0.0	0.0	0.80	0.04	1	0.80	0.04	0.84	0
48	0.0	0.0	1.60	0.0	0.0	0.0	0.0	0.0	1.60	0.08	265	0.01	0.00	0.01	0
TOTAL	985.37	0.0	575.72	506.83	2.89	0.0	0.0	0.0	2070.81	105.58					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301

ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	64.09	3.18	44.74	112.01	42.8%	8.6%	0.0%	47.8%	0.8%	0.0%	0.0%	0.0%	0.0%
2	13.03	1.17	16.48	30.69	57.5%	0.0%	0.0%	0.0%	42.5%	0.0%	0.0%	0.0%	0.0%
3	0.40	0.02	0.29	0.71	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
4	63.88	3.34	47.09	114.32	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
5	7.33	0.29	4.12	11.75	37.6%	35.2%	0.0%	27.2%	0.0%	0.0%	0.0%	0.0%	0.0%
6	291.35	12.26	172.78	476.39	38.8%	39.8%	0.0%	14.6%	6.7%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	-NE-												
9	7.66	0.56	7.95	16.17	52.6%	12.8%	0.0%	0.0%	34.6%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	36.93	2.57	36.20	75.70	51.2%	0.0%	0.0%	25.3%	23.5%	0.0%	0.0%	0.0%	0.0%
12	96.40	7.44	104.78	208.62	53.8%	0.0%	0.0%	14.2%	32.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	1.49	0.06	0.88	2.43	39.8%	28.3%	0.0%	32.8%	0.0%	0.0%	0.0%	0.0%	0.0%
15	34.17	2.01	28.26	64.43	47.0%	0.0%	0.0%	44.0%	9.0%	0.0%	0.0%	0.0%	0.0%
16	4.79	0.25	3.53	8.57	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
17	55.91	3.51	49.45	108.87	48.6%	23.5%	0.0%	0.0%	25.7%	2.2%	0.0%	0.0%	0.0%
18	-NE-												
19	43.16	3.84	54.16	101.16	57.3%	0.0%	0.0%	0.8%	41.9%	0.0%	0.0%	0.0%	0.0%
20	1.38	0.04	0.59	2.01	31.4%	68.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	0.40	0.02	0.29	0.71	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
22	4.39	0.23	3.24	7.86	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
23	58.83	4.78	67.40	131.02	55.1%	1.6%	0.0%	7.6%	35.7%	0.0%	0.0%	0.0%	0.0%
24	6.79	0.36	5.00	12.15	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 301
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	47.58	2.61	36.79	86.98	45.3%	0.0%	0.0%	51.0%	3.7%	0.0%	0.0%	0.0%	0.0%
26	13.04	0.96	13.54	27.54	52.7%	0.0%	0.0%	20.3%	27.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	-NE-												
29	-NE-												
30	0.40	0.02	0.29	0.71	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
31	15.57	0.81	11.48	27.86	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
32	1.60	0.08	1.18	2.86	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
33	8.15	0.73	10.30	19.18	57.5%	0.0%	0.0%	0.0%	42.5%	0.0%	0.0%	0.0%	0.0%
34##	949.80	35.64	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	43.46	2.11	29.73	75.30	42.3%	11.0%	0.0%	46.1%	0.0%	0.6%	0.0%	0.0%	0.0%
36	4.89	0.44	6.18	11.51	57.5%	0.0%	0.0%	0.0%	42.5%	0.0%	0.0%	0.0%	0.0%
37	1.63	0.15	2.06	3.84	57.5%	0.0%	0.0%	0.0%	42.5%	0.0%	0.0%	0.0%	0.0%
38	90.84	8.06	113.61	212.52	57.3%	0.0%	0.0%	1.1%	41.6%	0.0%	0.0%	0.0%	0.0%
39	26.74	2.24	31.49	60.47	55.8%	0.0%	0.0%	7.3%	37.0%	0.0%	0.0%	0.0%	0.0%
40	4.65	0.42	5.89	10.96	57.5%	0.0%	0.0%	0.0%	42.5%	0.0%	0.0%	0.0%	0.0%
41	1.40	0.13	1.77	3.29	57.5%	0.0%	0.0%	0.0%	42.5%	0.0%	0.0%	0.0%	0.0%
42	1.40	0.13	1.77	3.29	57.5%	0.0%	0.0%	0.0%	42.5%	0.0%	0.0%	0.0%	0.0%
43	5.85	0.23	3.24	9.31	37.2%	37.0%	0.0%	25.7%	0.0%	0.0%	0.0%	0.0%	0.0%
44	3.99	0.21	2.94	7.14	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
45	45.49	4.05	57.10	106.64	57.3%	0.0%	0.0%	0.7%	41.9%	0.0%	0.0%	0.0%	0.0%
46	9.58	0.50	7.06	17.15	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
47	0.80	0.04	0.59	1.43	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
48	1.60	0.08	1.18	2.86	44.1%	0.0%	0.0%	55.9%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	1121.01	69.94	985.44	2176.39	48.5%	11.4%	0.0%	19.5%	20.6%	0.1%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

580

1111

1110

LIBRARY NO 302
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	125	0	140	0	0	0	0	0	265	1.7%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%
2	215	0	30	0	0	0	0	0	245	3.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
3	105	0	5	0	0	0	0	0	110	1.5%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
4	725	0	485	0	0	0	0	0	1210	10.0%	0.0%	5.8%	0.0%	0.0%	0.0%	0.0%	0.0%
5	40	0	490	0	0	0	0	0	530	0.6%	0.0%	5.8%	0.0%	0.0%	0.0%	0.0%	0.0%
6	575	0	175	0	0	0	0	0	750	8.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%
7	95	0	200	0	0	0	0	0	295	1.3%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%
8	0	0	25	0	0	0	0	0	25	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
9	245	0	380	0	0	0	0	0	625	3.4%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-																
11	460	0	470	0	0	0	0	0	930	6.4%	0.0%	5.6%	0.0%	0.0%	0.0%	0.0%	0.0%
12	30	0	565	0	0	0	0	0	595	0.4%	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	230	0	0	0	0	0	230	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%
14	0	0	125	0	0	0	0	0	125	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%
15	50	0	155	0	0	0	0	0	205	0.7%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%
16	175	0	190	0	0	0	0	0	365	2.4%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
17	115	0	65	0	0	0	0	0	180	1.6%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0	0	5	0	0	0	0	0	5	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
19	15	0	180	0	0	0	0	0	195	0.2%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%
20	175	0	15	0	0	0	0	0	190	2.4%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
21	330	0	5	0	0	0	0	0	335	4.6%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
22	30	0	20	0	0	0	0	0	50	0.4%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
23	70	0	320	0	0	0	0	0	390	1.0%	0.0%	3.8%	0.0%	0.0%	0.0%	0.0%	0.0%
24	60	0	130	0	0	0	0	0	190	0.8%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302.
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	60	0	330	0	0	0	0	0	390	0.8%	0.0%	3.9%	0.0%	0.0%	0.0%	0.0%	0.0%
26	60	0	100	0	0	0	0	0	160	0.8%	0.0%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	0	0	65	0	0	0	0	0	65	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%
29	-NE-																
30	25	0	0	0	0	0	0	0	25	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31	130	0	215	0	0	0	0	0	345	1.8%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%
32	20	0	110	0	0	0	0	0	130	0.3%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
33	60	0	25	0	0	0	0	0	85	0.8%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
34	1630	0	1765	0	0	0	0	0	3395	22.5%	0.0%	21.0%	0.0%	0.0%	0.0%	0.0%	0.0%
35	320	0	440	0	0	0	0	0	760	4.4%	0.0%	5.2%	0.0%	0.0%	0.0%	0.0%	0.0%
36	0	0	240	0	0	0	0	0	240	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%
37	210	0	160	0	0	0	0	0	370	2.9%	0.0%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%
38	0	0	45	0	0	0	0	0	45	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%
39	0	0	180	0	0	0	0	0	180	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%
40	0	0	310	0	0	0	0	0	310	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%
41	780	0	0	0	0	0	0	0	780	10.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
42	300	0	0	0	0	0	0	0	300	4.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	7230	0	8390	0	0	0	0	0	15620	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; R, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302

ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	265	47.2%	0.0%	52.8%	0.0%	0.0%	0.0%	0.0%	0.0%	181	0.97	1
2	245	87.8%	0.0%	12.2%	0.0%	0.0%	0.0%	0.0%	0.0%	30	8.17	0
3	110	95.5%	0.0%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%	19	5.79	0
4	1210	59.9%	0.0%	40.1%	0.0%	0.0%	0.0%	0.0%	0.0%	859	1.41	0
5	530	7.5%	0.0%	92.5%	0.0%	0.0%	0.0%	0.0%	0.0%	504	1.05	0
6	750	76.7%	0.0%	23.3%	0.0%	0.0%	0.0%	0.0%	0.0%	382	1.96	0
7	295	32.2%	0.0%	67.8%	0.0%	0.0%	0.0%	0.0%	0.0%	86	3.43	0
8	25	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	6.25	0
9	625	39.2%	0.0%	60.8%	0.0%	0.0%	0.0%	0.0%	0.0%	629	0.99	0
10	-NE-											
11	930	49.5%	0.0%	50.5%	0.0%	0.0%	0.0%	0.0%	0.0%	327	2.84	0
12	595	5.0%	0.0%	95.0%	0.0%	0.0%	0.0%	0.0%	0.0%	395	1.51	0
13	230	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	13	4.62	1
14	125	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	27	4.63	0
15	205	24.4%	0.0%	75.6%	0.0%	0.0%	0.0%	0.0%	0.0%	144	1.42	0
16	365	47.9%	0.0%	52.1%	0.0%	0.0%	0.0%	0.0%	0.0%	221	1.65	0
17	180	63.9%	0.0%	36.1%	0.0%	0.0%	0.0%	0.0%	0.0%	161	1.12	0
18	5	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	0
19	195	7.7%	0.0%	92.3%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
20	190	92.1%	0.0%	7.9%	0.0%	0.0%	0.0%	0.0%	0.0%	24	7.50	1
21	335	98.5%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	28	11.96	0
22	50	60.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10	5.00	0
23	390	17.9%	0.0%	82.1%	0.0%	0.0%	0.0%	0.0%	0.0%	185	2.11	0
24	190	31.6%	0.0%	68.4%	0.0%	0.0%	0.0%	0.0%	0.0%	90	2.11	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 302
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	390	15.4%	0.0%	84.6%	0.0%	0.0%	0.0%	0.0%	0.0%	130	3.00	0
26	160	37.5%	0.0%	62.5%	0.0%	0.0%	0.0%	0.0%	0.0%	60	2.67	0
27	-NE-											
28	65	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	5.00	1
29	-NE-											
30	25	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	13	1.92	0
31	345	37.7%	0.0%	62.3%	0.0%	0.0%	0.0%	0.0%	0.0%	137	2.52	0
32	130	15.4%	0.0%	84.6%	0.0%	0.0%	0.0%	0.0%	0.0%	46	2.83	0
33	85	70.6%	0.0%	29.4%	0.0%	0.0%	0.0%	0.0%	0.0%	2	5.00	1
34	3395	48.0%	0.0%	52.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
35	760	42.1%	0.0%	57.9%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
36	240	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
37	370	56.8%	0.0%	43.2%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
38	45	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
39	180	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
40	310	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
41	780	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
42	300	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9	11.67	1
TOTAL	15620	46.3%	0.0%	53.7%	0.0%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1118

1119

LIBRARY NO 302

ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST.\$	ADMIN.# TASK COST.\$	VOL- UME	DIRECT UNIT COST.\$	ADMIN.# UNIT COST.\$	TOTAL UNIT COST.\$	INC
	A	B	C	D	E	F	G	H							
1	12.17	0.0	12.78	0.0	0.0	0.0	0.0	0.0	24.95	0.0	181	0.09	0.0	0.09	1
2	20.93	0.0	2.28	0.0	0.0	0.0	0.0	0.0	23.21	0.0	30	0.77	0.0	0.77	0
3	10.22	0.0	0.38	0.0	0.0	0.0	0.0	0.0	10.60	0.0	19	0.56	0.0	0.56	0
4	70.56	0.0	36.87	0.0	0.0	0.0	0.0	0.0	107.44	0.0	859	0.13	0.0	0.13	0
5	3.89	0.0	37.25	0.0	0.0	0.0	0.0	0.0	41.15	0.0	504	0.08	0.0	0.08	0
6	55.96	0.0	13.31	0.0	0.0	0.0	0.0	0.0	69.27	0.0	382	0.18	0.0	0.18	0
7	9.25	0.0	19.00	0.0	0.0	0.0	0.0	0.0	28.25	0.0	86	0.33	0.0	0.33	0
8	0.0	0.0	2.38	0.0	0.0	0.0	0.0	0.0	2.38	0.0	4	0.59	0.0	0.59	0
9	23.85	0.0	37.08	0.0	0.0	0.0	0.0	0.0	60.92	0.0	629	0.10	0.0	0.10	0
10	-NE-														
11	44.77	0.0	39.65	0.0	0.0	0.0	0.0	0.0	84.42	0.0	327	0.26	0.0	0.26	0
12	2.92	0.0	48.77	0.0	0.0	0.0	0.0	0.0	51.69	0.0	395	0.13	0.0	0.13	0
13	0.0	0.0	18.91	0.0	0.0	0.0	0.0	0.0	18.91	0.0	13	0.46	0.0	0.46	1
14	0.0	0.0	11.88	0.0	0.0	0.0	0.0	0.0	11.88	0.0	27	0.44	0.0	0.44	0
15	4.87	0.0	11.78	0.0	0.0	0.0	0.0	0.0	16.65	0.0	144	0.12	0.0	0.12	0
16	17.03	0.0	14.45	0.0	0.0	0.0	0.0	0.0	31.48	0.0	221	0.14	0.0	0.14	0
17	11.19	0.0	4.94	0.0	0.0	0.0	0.0	0.0	16.13	0.0	161	0.10	0.0	0.10	0
18	0.0	0.0	0.38	0.0	0.0	0.0	0.0	0.0	0.38	0.0	1	0.38	0.0	0.38	0
19	1.46	0.0	13.69	0.0	0.0	0.0	0.0	0.0	15.15	0.0	-NE-				
20	17.03	0.0	1.14	0.0	0.0	0.0	0.0	0.0	18.17	0.0	24	0.73	0.0	0.73	1
21	32.12	0.0	0.38	0.0	0.0	0.0	0.0	0.0	32.50	0.0	28	1.16	0.0	1.16	0
22	2.92	0.0	1.52	0.0	0.0	0.0	0.0	0.0	4.44	0.0	10	0.44	0.0	0.44	0
23	6.81	0.0	24.33	0.0	0.0	0.0	0.0	0.0	31.14	0.0	185	0.17	0.0	0.17	0
24	5.84	0.0	9.88	0.0	0.0	0.0	0.0	0.0	15.72	0.0	90	0.17	0.0	0.17	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;

E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$ INC	
	A	B	C	D	E	F	G	H							
25	5.84	0.0	25.09	0.0	0.0	0.0	0.0	0.0	30.93	0.0	130	0.24	0.0	0.24	0
26	5.84	0.0	7.60	0.0	0.0	0.0	0.0	0.0	13.44	0.0	60	0.22	0.0	0.22	0
27	-NE-														
28	0.0	0.0	4.94	0.0	0.0	0.0	0.0	0.0	4.94	0.0	1	0.38	0.0	0.38	1
29	-NE-														
30	2.43	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.43	0.0	13	0.19	0.0	0.19	0
31	12.65	0.0	16.35	0.0	0.0	0.0	0.0	0.0	29.00	0.0	137	0.21	0.0	0.21	0
32	1.95	0.0	8.36	0.0	0.0	0.0	0.0	0.0	10.31	0.0	46	0.22	0.0	0.22	0
33	5.84	0.0	1.90	0.0	0.0	0.0	0.0	0.0	7.74	0.0	2	0.38	0.0	0.38	1
34	158.65	0.0	134.19	0.0	0.0	0.0	0.0	0.0	292.84	0.0	-NE-				
35	31.15	0.0	33.45	0.0	0.0	0.0	0.0	0.0	64.60	0.0	-NE-				
36	0.0	0.0	18.25	0.0	0.0	0.0	0.0	0.0	18.25	0.0	-NE-				
37	20.44	0.0	12.16	0.0	0.0	0.0	0.0	0.0	32.60	0.0	-NE-				
38	0.0	0.0	3.42	0.0	0.0	0.0	0.0	0.0	3.42	0.0	-NE-				
39	0.0	0.0	13.69	0.0	0.0	0.0	0.0	0.0	13.69	0.0	-NE-				
40	0.0	0.0	23.57	0.0	0.0	0.0	0.0	0.0	23.57	0.0	-NE-				
41	75.92	0.0	0.0	0.0	0.0	0.0	0.0	0.0	75.92	0.0	-NE-				
42	30.83	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.83	0.0	9	1.32	0.0	1.32	1
TOTAL	705.31	0.0	666.00	0.0	0.0	0.0	0.0	0.0	1371.31	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302

ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	24.95	0.0	6.35	31.29	20.3%	38.9%	0.0%	40.8%	0.0%	0.0%	0.0%	0.0%	0.0%
2	23.21	0.0	5.87	29.08	20.2%	72.0%	0.0%	7.8%	0.0%	0.0%	0.0%	0.0%	0.0%
3	10.60	0.0	2.63	13.23	19.9%	77.2%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%
4	107.44	0.0	28.98	136.42	21.2%	51.7%	0.0%	27.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	41.15	0.0	12.70	53.84	23.6%	7.2%	0.0%	69.2%	0.0%	0.0%	0.0%	0.0%	0.0%
6	69.27	0.0	17.97	87.23	20.6%	64.2%	0.0%	15.3%	0.0%	0.0%	0.0%	0.0%	0.0%
7	28.25	0.0	7.07	35.31	20.0%	26.2%	0.0%	53.8%	0.0%	0.0%	0.0%	0.0%	0.0%
8	2.38	0.0	0.60	2.97	20.1%	0.0%	0.0%	79.9%	0.0%	0.0%	0.0%	0.0%	0.0%
9	60.92	0.0	14.97	75.89	19.7%	31.4%	0.0%	48.9%	0.0%	0.0%	0.0%	0.0%	0.0%
10	-NE-												
11	84.42	0.0	22.28	106.70	20.9%	42.0%	0.0%	37.2%	0.0%	0.0%	0.0%	0.0%	0.0%
12	51.69	0.0	14.25	65.94	21.6%	4.4%	0.0%	74.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	18.91	0.0	5.51	24.42	22.6%	0.0%	0.0%	77.4%	0.0%	0.0%	0.0%	0.0%	0.0%
14	11.88	0.0	2.99	14.87	20.1%	0.0%	0.0%	79.9%	0.0%	0.0%	0.0%	0.0%	0.0%
15	16.65	0.0	4.91	21.56	22.8%	22.6%	0.0%	54.7%	0.0%	0.0%	0.0%	0.0%	0.0%
16	31.48	0.0	8.74	40.22	21.7%	42.3%	0.0%	35.9%	0.0%	0.0%	0.0%	0.0%	0.0%
17	16.13	0.0	4.31	20.45	21.1%	54.7%	0.0%	24.2%	0.0%	0.0%	0.0%	0.0%	0.0%
18	0.38	0.0	0.12	0.50	24.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%
19	15.15	0.0	4.67	19.82	23.6%	7.4%	0.0%	69.1%	0.0%	0.0%	0.0%	0.0%	0.0%
20	18.17	0.0	4.55	22.72	20.0%	75.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%
21	32.50	0.0	8.02	40.52	19.8%	79.3%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
22	4.44	0.0	1.20	5.64	21.2%	51.8%	0.0%	27.0%	0.0%	0.0%	0.0%	0.0%	0.0%
23	31.14	0.0	9.34	40.48	23.1%	16.8%	0.0%	60.1%	0.0%	0.0%	0.0%	0.0%	0.0%
24	15.72	0.0	4.55	20.27	22.4%	28.8%	0.0%	48.7%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 302
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	30.93	0.0	9.34	40.27	23.2%	14.5%	0.0%	62.3%	0.0%	0.0%	0.0%	0.0%	0.0%
26	13.44	0.0	3.83	17.28	22.2%	33.8%	0.0%	44.0%	0.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	4.94	0.0	1.56	6.50	24.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%
29	-NE-												
30	2.43	0.0	0.60	3.03	19.8%	80.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
31	29.00	0.0	8.26	37.26	27.2%	34.0%	0.0%	43.9%	0.0%	0.0%	0.0%	0.0%	0.0%
32	10.31	0.0	3.11	13.42	23.2%	14.5%	0.0%	62.3%	0.0%	0.0%	0.0%	0.0%	0.0%
33	7.74	0.0	2.04	9.78	20.8%	59.7%	0.0%	19.4%	0.0%	0.0%	0.0%	0.0%	0.0%
34##	292.84	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	64.60	0.0	18.20	82.80	22.0%	37.6%	0.0%	40.4%	0.0%	0.0%	0.0%	0.0%	0.0%
36	18.25	0.0	5.75	24.00	24.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%
37	32.60	0.0	8.86	41.47	21.4%	49.3%	0.0%	29.3%	0.0%	0.0%	0.0%	0.0%	0.0%
38	3.42	0.0	1.08	4.50	24.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%
39	13.65	0.0	4.31	18.00	24.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%
40	23.57	0.0	7.43	30.99	24.0%	0.0%	0.0%	76.0%	0.0%	0.0%	0.0%	0.0%	0.0%
41	75.92	0.0	18.68	94.60	19.8%	80.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
42	30.83	0.0	7.19	38.02	18.9%	81.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	1078.48	0.0	292.84	1371.31	21.4%	39.9%	0.0%	38.8%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
F, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	5	0	0	0	0	0	0	0	5	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	3	0	0	0	0	0	0	0	3	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-																
4	10	0	0	0	0	0	0	0	10	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	0	0	0	0	0	0	30	0	30	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.0%	0.0%
6	20	0	0	0	0	0	0	0	20	4.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-																
8	-NE-																
9	-NE-																
10	-NE-																
11	-NE-																
12	-NE-																
13	-NE-																
14	0	0	0	0	0	0	5	0	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	0.0%
15	-NE-																
16	-NE-																
17	-NE-																
18	-NE-																
19	-NE-																
20	85	0	0	250	0	0	65	0	400	19.6%	0.0%	0.0%	16.9%	0.0%	0.0%	26.0%	0.0%
21	30	0	0	300	0	0	35	0	365	6.9%	0.0%	0.0%	20.3%	0.0%	0.0%	14.0%	0.0%
22	-NE-																
23	50	0	0	160	0	0	0	0	210	11.5%	0.0%	0.0%	10.8%	0.0%	0.0%	0.0%	0.0%
24	10	0	0	115	0	0	5	0	130	2.3%	0.0%	0.0%	7.8%	0.0%	0.0%	2.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 501
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	15	0	0	145	0	0	5	0	165	3.5%	0.0%	0.0%	9.8%	0.0%	0.0%	2.0%	0.0%
26	15	0	0	100	0	0	5	0	120	3.5%	0.0%	0.0%	6.8%	0.0%	0.0%	2.0%	0.0%
27	-NE-																
28	-NE-																
29	20	0	0	20	0	0	0	0	40	4.6%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
30	20	0	0	10	0	0	0	0	30	4.6%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%
31	5	0	0	165	0	0	15	0	185	1.2%	0.0%	0.0%	11.1%	0.0%	0.0%	6.0%	0.0%
32	20	0	0	50	0	0	40	0	110	4.6%	0.0%	0.0%	3.4%	0.0%	0.0%	16.0%	0.0%
33	-NE-																
34	75	0	0	75	0	0	30	0	180	17.3%	0.0%	0.0%	5.1%	0.0%	0.0%	12.0%	0.0%
35	50	0	0	90	0	0	15	0	155	11.5%	0.0%	0.0%	6.1%	0.0%	0.0%	6.0%	0.0%
TOTAL	433	0	0	1480	0	0	250	0	2163	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%	0.0%

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1130

1131

LIBRARY NO 501

ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	5	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	1.67	0
2	3	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	1.00	0
3	-NE-											
4	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3	3.33	0
5	30	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	-NE-		
6	20	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
7	-NE-											
8	-NE-											
9	-NE-											
10	-NE-											
11	-NE-											
12	-NE-											
13	-NE-											
14	5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	-NE-		
15	-NE-											
16	-NE-											
17	-NE-											
18	-NE-											
19	-NE-											
20	400	21.3%	0.0%	0.0%	62.5%	0.0%	0.0%	16.3%	0.0%	44	5.68	1
21	365	8.2%	0.0%	0.0%	82.2%	0.0%	0.0%	9.6%	0.0%	51	6.37	1
22	-NE-											
23	210	23.8%	0.0%	0.0%	76.2%	0.0%	0.0%	0.0%	0.0%	75	2.80	0
24	130	7.7%	0.0%	0.0%	88.5%	0.0%	0.0%	3.8%	0.0%	48	2.60	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1132

1133

LIBRARY NO 501
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	165	9.1%	0.0%	0.0%	87.9%	0.0%	0.0%	3.0%	0.0%	57	2.81	1
26	120	12.5%	0.0%	0.0%	83.3%	0.0%	0.0%	4.2%	0.0%	41	2.68	1
27	-NE-											
28	-NE-											
29	40	50.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	22	1.82	0
30	30	66.7%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	13	2.31	0
31	185	2.7%	0.0%	0.0%	89.2%	0.0%	0.0%	8.1%	0.0%	48	3.54	1
32	110	18.2%	0.0%	0.0%	45.5%	0.0%	0.0%	36.4%	0.0%	42	1.67	1
33	-NE-											
34	180	41.7%	0.0%	0.0%	41.7%	0.0%	0.0%	16.7%	0.0%	-NE-		
35	155	32.3%	0.0%	0.0%	58.1%	0.0%	0.0%	9.7%	0.0%	-NE-		
TOTAL	2163	20.0%	0.0%	0.0%	68.4%	0.0%	0.0%	11.6%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1134

1135

LIBRARY NO 501
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	0.35	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.35	0.0	3	0.12	0.0	0.12	0
2	0.21	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.21	0.0	3	0.07	0.0	0.07	0
3	-NE-														
4	0.71	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.71	0.0	3	0.24	0.0	0.24	0
5	0.0	0.0	0.0	0.0	0.0	0.0	1.33	0.0	1.33	0.0	-NE-				
6	1.42	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.42	0.0	-NE-				
7	-NE-														
8	-NE-														
9	-NE-														
10	-NE-														
11	-NE-														
12	-NE-														
13	-NE-														
14	0.0	0.0	0.0	0.0	0.0	0.0	0.22	0.0	0.22	0.0	-NE-				
15	-NE-														
16	-NE-														
17	-NE-														
18	-NE-														
19	-NE-														
20	6.02	0.0	0.0	10.42	0.0	0.0	2.89	0.0	19.33	0.0	44	0.24	0.0	0.24	1
21	2.12	0.0	0.0	12.50	0.0	0.0	1.56	0.0	16.18	0.0	51	0.28	0.0	0.28	1
22	-NE-														
23	3.54	0.0	0.0	6.67	0.0	0.0	0.0	0.0	10.21	0.0	75	0.14	0.0	0.14	0
24	0.71	0.0	0.0	4.79	0.0	0.0	0.22	0.0	5.72	0.0	48	0.11	0.0	0.11	1

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1136

593

1137

LIBRARY NO 501
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	1.06	0.0	0.0	6.04	0.0	0.0	0.22	0.0	7.33	0.0	57	0.12	0.0	0.12	1
26	1.06	0.0	0.0	4.17	0.0	0.0	0.22	0.0	5.45	0.0	41	0.12	0.0	0.12	1
27	-NE-														
28	-NE-														
29	1.42	0.0	0.0	0.83	0.0	0.0	0.0	0.0	2.25	0.0	22	0.10	0.0	0.10	0
30	1.42	0.0	0.0	0.42	0.0	0.0	0.0	0.0	1.83	0.0	13	0.14	0.0	0.14	0
31	0.35	0.0	0.0	6.87	0.0	0.0	0.67	0.0	7.90	0.0	48	0.15	0.0	0.15	1
32	1.42	0.0	0.0	2.08	0.0	0.0	1.78	0.0	5.28	0.0	42	0.08	0.0	0.08	1
33	-NE-														
34	5.31	0.0	0.0	3.13	0.0	0.0	1.33	0.0	9.77	0.0	-NE-				
35	3.54	0.0	0.0	3.75	0.0	0.0	0.67	0.0	7.96	0.0	-NE-				
TOTAL	30.65	0.0	0.0	61.67	0.0	0.0	11.12	0.0	103.44	0.0					

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1138

1139

LIBRARY NO 501
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	0.35	0.0	0.02	0.38	6.5%	93.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	0.21	0.0	0.01	0.23	6.5%	93.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	-NE-												
4	0.71	0.0	0.05	0.76	6.5%	93.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	1.33	0.0	0.15	1.48	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	90.0%	0.0%
6	1.42	0.0	0.10	1.51	6.5%	93.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
7	-NE-												
8	-NE-												
9	-NE-												
10	-NE-												
11	-NE-												
12	-NE-												
13	-NE-												
14	0.22	0.0	0.02	0.25	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	90.0%	0.0%
15	-NE-												
16	-NE-												
17	-NE-												
18	-NE-												
19	-NE-												
20	19.33	0.0	1.97	21.30	9.3%	28.3%	0.0%	0.0%	48.9%	0.0%	0.0%	13.6%	0.0%
21	16.18	0.0	1.80	17.98	10.0%	11.8%	0.0%	0.0%	69.5%	0.0%	0.0%	8.7%	0.0%
22	-NE-												
23	10.21	0.0	1.03	11.24	9.2%	31.5%	0.0%	0.0%	59.3%	0.0%	0.0%	0.0%	0.0%
24	5.72	0.0	0.64	6.36	10.1%	11.1%	0.0%	0.0%	75.3%	0.0%	0.0%	3.5%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 501
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	7.33	0.0	0.81	8.14	10.0%	13.0%	0.0%	0.0%	74.2%	0.0%	0.0%	2.7%	0.0%
26	5.45	0.0	0.59	6.04	9.8%	17.6%	0.0%	0.0%	69.0%	0.0%	0.0%	3.7%	0.0%
27	-NE-												
28	-NE-												
29	2.25	0.0	0.20	2.45	8.1%	57.9%	0.0%	0.0%	34.1%	0.0%	0.0%	0.0%	0.0%
30	1.83	0.0	0.15	1.98	7.5%	71.5%	0.0%	0.0%	21.0%	0.0%	0.0%	0.0%	0.0%
31	7.90	0.0	0.91	8.81	10.3%	4.0%	0.0%	0.0%	78.1%	0.0%	0.0%	7.6%	0.0%
32	5.28	0.0	0.54	5.82	9.3%	24.3%	0.0%	0.0%	35.8%	0.0%	0.0%	30.6%	0.0%
33	-NE-												
34##	9.77	0.0	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	7.96	0.0	0.76	8.72	8.8%	40.6%	0.0%	0.0%	43.0%	0.0%	0.0%	7.7%	0.0%
TOTAL	93.67	0.0	9.77	103.44	9.4%	24.5%	0.0%	0.0%	56.6%	0.0%	0.0%	9.5%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1142

1143

LIBRARY NO 502
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	22	0	0	0	0	0	0	0	22	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	34	0	0	0	57	0	0	0	91	8.3%	0.0%	0.0%	0.0%	35.6%	0.0%	0.0%	0.0%
3	-NE-																
4	32	0	0	0	38	0	0	0	70	7.8%	0.0%	0.0%	0.0%	23.8%	0.0%	0.0%	0.0%
5	53	0	0	0	0	0	0	0	53	12.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	14	0	0	0	7	0	0	0	21	3.4%	0.0%	0.0%	0.0%	4.4%	0.0%	0.0%	0.0%
7	-NE-																
8	-NE-																
9	-NE-																
10	-NE-																
11	-NE-																
12	14	0	0	0	0	0	0	0	14	3.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-																
14	-NE-																
15	-NE-																
16	-NE-																
17	-NE-																
18	-NE-																
19	-NE-																
20	53	0	0	0	17	0	0	0	70	12.9%	0.0%	0.0%	0.0%	10.6%	0.0%	0.0%	0.0%
21	48	0	0	0	22	0	0	0	70	11.7%	0.0%	0.0%	0.0%	13.8%	0.0%	0.0%	0.0%
22	0	0	0	0	19	0	0	0	19	0.0%	0.0%	0.0%	0.0%	11.9%	0.0%	0.0%	0.0%
23	82	0	0	0	0	0	0	0	82	19.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24	12	0	0	0	0	0	0	0	12	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1144

1145

LIBRARY NO 502
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	20	0	0	0	0	0	0	0	20	4.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	28	0	0	0	0	0	0	0	28	6.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	412	0	0	0	160	0	0	0	572	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1146

1147

LIBRARY NO 502

ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	22	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	2.00	1
2	91	37.4%	0.0%	0.0%	0.0%	62.6%	0.0%	0.0%	0.0%	25	2.40	1
3	-NE-											
4	70	45.7%	0.0%	0.0%	0.0%	54.3%	0.0%	0.0%	0.0%	24	1.58	1
5	53	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
6	21	66.7%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	9	0.78	1
7	-NE-											
8	-NE-											
9	-NE-											
10	-NE-											
11	-NE-											
12	14	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
13	-NE-											
14	-NE-											
15	-NE-											
16	-NE-											
17	-NE-											
18	-NE-											
19	-NE-											
20	70	75.7%	0.0%	0.0%	0.0%	24.3%	0.0%	0.0%	0.0%	20	1.75	1
21	70	68.6%	0.0%	0.0%	0.0%	31.4%	0.0%	0.0%	0.0%	20	2.25	1
22	19	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	12	1.58	0
23	82	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
24	12	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1148

1149

LIBRARY NO 502
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME,MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME,MIN	INC
		A	B	C	D	E	F	G	H			
25	20	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
26	28	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
TOTAL	572	72.0%	0.0%	0.0%	0.0%	28.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1150

600

1151

LIBRARY NO 502
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST (\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	3.77	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.77	0.0	1	0.34	0.0	0.34	1
2	5.83	0.0	0.0	0.0	2.30	0.0	0.0	0.0	8.13	0.0	25	0.11	0.0	0.11	1
3	-NE-														
4	5.48	0.0	0.0	0.0	1.53	0.0	0.0	0.0	7.02	0.0	24	0.06	0.0	0.06	1
5	9.08	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.08	0.0	-NE-				
6	2.40	0.0	0.0	0.0	0.28	0.0	0.0	0.0	2.68	0.0	9	0.03	0.0	0.03	1
7	-NE-														
8	-NE-														
9	-NE-														
10	-NE-														
11	-NE-														
12	2.40	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.40	0.0	-NE-				
13	-NE-														
14	-NE-														
15	-NE-														
16	-NE-														
17	-NE-														
18	-NE-														
19	-NE-														
20	9.08	0.0	0.0	0.0	0.69	0.0	0.0	0.0	9.77	0.0	20	0.19	0.0	0.19	1
21	8.23	0.0	0.0	0.0	0.89	0.0	0.0	0.0	9.11	0.0	20	0.24	0.0	0.24	1
22	0.0	0.0	0.0	0.0	0.77	0.0	0.0	0.0	0.77	0.0	12	0.06	0.0	0.06	0
23	14.05	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.05	0.0	-NE-				
24	2.06	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.06	0.0	-NE-				

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 502
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	3.43	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.43	0.0	-NE-				
26	4.80	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.80	0.0	-NE-				
TOTAL	70.60	0.0	0.0	0.0	6.45	0.0	0.0	0.0	77.05	0.0					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1154

1155

LIBRARY NO 502

ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	ADMIN. (2)	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*							
						A	B	C	D	E	F	G	H
1	3.77	0.0	0.0	3.77	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2	8.13	0.0	0.0	8.13	0.0%	71.7%	0.0%	0.0%	0.0%	28.3%	0.0%	0.0%	0.0%
3	-NE-												
4	7.02	0.0	0.0	7.02	0.0%	78.2%	0.0%	0.0%	0.0%	21.8%	0.0%	0.0%	0.0%
5	9.08	0.0	0.0	9.08	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	2.68	0.0	0.0	2.68	0.0%	89.5%	0.0%	0.0%	0.0%	10.5%	0.0%	0.0%	0.0%
7	-NE-												
8	-NE-												
9	-NE-												
10	-NE-												
11	-NE-												
12	2.40	0.0	0.0	2.40	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	-NE-												
14	-NE-												
15	-NE-												
16	-NE-												
17	-NE-												
18	-NE-												
19	-NE-												
20	9.77	0.0	0.0	9.77	0.0%	93.0%	0.0%	0.0%	0.0%	7.0%	0.0%	0.0%	0.0%
21	9.11	0.0	0.0	9.11	0.0%	90.3%	0.0%	0.0%	0.0%	9.7%	0.0%	0.0%	0.0%
22	0.77	0.0	0.0	0.77	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
23	14.05	0.0	0.0	14.05	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24	2.06	0.0	0.0	2.06	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1156

603

1157

LIBRARY NO 502

ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST.%	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST.%	TOTAL TASK COST.%	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	3.43	0.0	0.0	3.43	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
26	4.80	0.0	0.0	4.80	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	77.05	0.0	0.0	77.05	0.0%	91.6%	0.0%	0.0%	0.0%	8.4%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1158

1159

LIBRARY NO 101
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*								TOTAL	PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H		A	B	C	D	E	F	G	H
1	370	131	0	246	0	0	0	0	747	8.9%	2.4%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%
2	500	293	630	3068	0	0	0	0	4491	12.0%	5.4%	63.0%	27.1%	0.0%	0.0%	0.0%	0.0%
3	95	0	0	475	0	0	0	0	570	2.3%	0.0%	0.0%	4.2%	0.0%	0.0%	0.0%	0.0%
4	60	15	0	375	0	0	0	0	450	1.4%	0.3%	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%
5	185	206	0	350	0	0	0	0	741	4.4%	3.8%	0.0%	3.1%	0.0%	0.0%	0.0%	0.0%
6	85	25	0	188	0	0	0	0	298	2.0%	0.5%	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%
7	20	0	0	0	0	0	0	0	20	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	-NE-																
9	70	20	0	0	0	0	0	0	90	1.7%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	0	0	0	15	0	0	0	0	15	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
11	20	35	0	0	0	0	0	0	55	0.5%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12	10	10	0	0	0	0	0	0	20	0.2%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	0	0	0	50	0	0	0	0	50	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%
14	20	0	0	23	0	0	0	0	43	0.5%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
15	0	5	0	250	0	0	0	0	255	0.0%	0.1%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%
16	-NE-																
17	-NE-																
18	-NE-																
19	0	525	0	2580	0	0	0	0	3105	0.0%	9.7%	0.0%	22.8%	0.0%	0.0%	0.0%	0.0%
20	40	60	0	25	0	0	0	0	125	1.0%	1.1%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
21	-NE-																
22	-NE-																
23	0	10	0	1132	0	0	0	0	1142	0.0%	0.2%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%
24	-NE-																

NOTE: -NE- = NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	25	15	0	330	0	0	0	0	370	0.6%	0.3%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%
26	0	0	0	110	0	0	0	0	110	0.0%	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%
27	-NE-																
28	-NE-																
29	-NE-																
30	-NE-																
31	45	0	0	0	0	0	0	0	45	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
32	-NE-																
33	-NE-																
34	1360	1163	0	810	0	0	0	0	3333	32.6%	21.4%	0.0%	7.2%	0.0%	0.0%	0.0%	0.0%
35	235	545	0	400	0	0	0	0	1180	5.6%	10.0%	0.0%	3.5%	0.0%	0.0%	0.0%	0.0%
36	0	0	370	420	0	0	0	0	790	0.0%	0.0%	37.0%	3.7%	0.0%	0.0%	0.0%	0.0%
37	0	0	0	15	0	0	0	0	15	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
38	885	1350	0	365	0	0	0	0	2600	21.2%	24.8%	0.0%	3.2%	0.0%	0.0%	0.0%	0.0%
39	0	0	0	90	0	0	0	0	90	0.0%	0.0%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%
40	25	850	0	0	0	0	0	0	875	0.6%	15.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
41	120	0	0	0	0	0	0	0	120	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
42	0	180	0	0	0	0	0	0	180	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	4170	5438	1000	11317	0	0	0	0	21925	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	747	49.5%	17.5%	0.0%	32.9%	0.0%	0.0%	0.0%	0.0%	441	1.69	0
2	4491	11.1%	6.5%	14.0%	68.3%	0.0%	0.0%	0.0%	0.0%	729	6.16	0
3	570	16.7%	0.0%	0.0%	83.3%	0.0%	0.0%	0.0%	0.0%	67	8.51	0
4	450	13.3%	3.3%	0.0%	83.3%	0.0%	0.0%	0.0%	0.0%	461	0.98	0
5	741	25.0%	27.6%	0.0%	47.2%	0.0%	0.0%	0.0%	0.0%	262	2.83	0
6	298	28.5%	8.4%	0.0%	63.1%	0.0%	0.0%	0.0%	0.0%	126	2.37	0
7	20	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5	4.00	0
8	-NE-											
9	90	77.8%	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	39	2.31	0
10	15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2	7.50	0
11	55	36.4%	63.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10	5.50	0
12	20	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	5.00	0
13	50	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	10	5.00	0
14	43	46.5%	0.0%	0.0%	53.5%	0.0%	0.0%	0.0%	0.0%	9	4.78	0
15	255	0.0%	2.0%	0.0%	98.0%	0.0%	0.0%	0.0%	0.0%	37	6.89	0
16	-NE-											
17	-NE-											
18	-NE-											
19	3105	0.0%	16.9%	0.0%	83.1%	0.0%	0.0%	0.0%	0.0%	1259	2.47	0
20	125	32.0%	48.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	15	8.33	0
21	-NE-											
22	-NE-											
23	1142	0.0%	0.9%	0.0%	99.1%	0.0%	0.0%	0.0%	0.0%	106	10.77	0
24	-NE-											

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 101
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	370	6.6%	4.1%	0.0%	89.2%	0.0%	0.0%	0.0%	0.0%	52	7.12	0
26	110	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	34	3.24	0
27	-NE-											
28	-NE-											
29	-NE-											
30	-NE-											
31	45	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5	9.00	0
32	-NE-											
33	-NE-											
34	3333	40.8%	34.9%	0.0%	24.3%	0.0%	0.0%	0.0%	0.0%	-NE-		
35	1180	19.9%	46.2%	0.0%	33.9%	0.0%	0.0%	0.0%	0.0%	-NE-		
36	790	0.0%	0.0%	46.8%	53.2%	0.0%	0.0%	0.0%	0.0%	156	2.69	1
37	15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
38	2600	34.0%	51.9%	0.0%	14.0%	0.0%	0.0%	0.0%	0.0%	2218	1.17	0
39	90	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
40	875	2.9%	97.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33	1.67	1
41	120	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
42	180	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	363	0.17	1
TOTAL	21925	19.0%	24.8%	4.6%	51.6%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1166

1167

LIBRARY NO 101
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$1 BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	47.31	9.54	0.0	16.45	0.0	0.0	0.0	0.0	73.30	8.78	441	0.17	0.02	0.19	0
2	63.93	21.35	59.96	195.29	0.0	0.0	0.0	0.0	340.53	52.81	729	0.47	0.07	0.54	0
3	12.15	0.0	0.0	30.15	0.0	0.0	0.0	0.0	42.29	6.70	67	0.63	0.10	0.73	0
4	7.67	1.09	0.0	23.80	0.0	0.0	0.0	0.0	32.57	5.29	461	0.07	0.01	0.08	0
5	23.65	15.01	0.0	24.41	0.0	0.0	0.0	0.0	63.08	8.71	262	0.24	0.03	0.27	0
6	10.87	1.82	0.0	12.00	0.0	0.0	0.0	0.0	24.68	3.50	126	0.20	0.03	0.22	0
7	2.56	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.56	0.24	5	0.51	0.05	0.56	0
8	-NE-														
9	8.95	1.46	0.0	0.0	0.0	0.0	0.0	0.0	10.41	1.06	39	0.27	0.03	0.29	0
10	0.0	0.0	0.0	1.05	0.0	0.0	0.0	0.0	1.05	0.18	2	0.52	0.09	0.61	0
11	2.56	2.55	0.0	0.0	0.0	0.0	0.0	0.0	5.11	0.65	10	0.51	0.06	0.58	0
12	1.28	0.73	0.0	0.0	0.0	0.0	0.0	0.0	2.01	0.24	4	0.50	0.06	0.56	0
13	0.0	0.0	0.0	3.49	0.0	0.0	0.0	0.0	3.49	0.59	10	0.35	0.06	0.41	0
14	2.56	0.0	0.0	1.60	0.0	0.0	0.0	0.0	4.16	0.51	9	0.46	0.06	0.52	0
15	0.0	0.36	0.0	17.44	0.0	0.0	0.0	0.0	17.80	3.00	37	0.48	0.08	0.56	0
16	-NE-														
17	-NE-														
18	-NE-														
19	0.0	38.25	0.0	179.97	0.0	0.0	0.0	0.0	218.22	36.52	1259	0.17	0.03	0.20	0
20	5.11	4.37	0.0	1.74	0.0	0.0	0.0	0.0	11.23	1.47	15	0.75	0.10	0.85	0
21	-NE-														
22	-NE-														
23	0.0	0.73	0.0	71.85	0.0	0.0	0.0	0.0	72.58	13.43	106	0.68	0.13	0.81	0
24	-NE-														

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$ INC	
	A	B	C	D	E	F	G	H							
25	3.20	1.09	0.0	23.02	0.0	0.0	0.0	0.0	27.31	4.35	52	0.53	0.08	0.61	0
26	0.0	0.0	0.0	7.67	0.0	0.0	0.0	0.0	7.67	1.29	34	0.23	0.04	0.26	0
27	-NE-														
28	-NE-														
29	-NE-														
30	-NE-														
31	5.75	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.75	0.53	5	1.15	0.11	1.26	0
32	-NE-														
33	-NE-														
34	173.89	84.74	0.0	53.67	0.0	0.0	0.0	0.0	312.31	39.20	-NE-				
35	30.05	39.71	0.0	27.02	0.0	0.0	0.0	0.0	96.78	13.88	-NE-				
36	0.0	0.0	35.21	26.66	0.0	0.0	0.0	0.0	61.87	9.29	156	0.17	0.03	0.20	1
37	0.0	0.0	0.0	0.95	0.0	0.0	0.0	0.0	0.95	0.18	-NE-				
38	113.16	98.76	0.0	23.17	0.0	0.0	0.0	0.0	234.69	30.58	2218	0.11	0.01	0.12	0
39	0.0	0.0	0.0	5.71	0.0	0.0	0.0	0.0	5.71	1.06	-NE-				
40	3.20	61.93	0.0	0.0	0.0	0.0	0.0	0.0	65.13	10.29	33	0.16	0.02	0.18	1
41	15.34	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.34	1.41	-NE-				
42	0.0	13.12	0.0	0.0	0.0	0.0	0.0	0.0	13.12	2.12	363	0.01	0.00	0.01	1
TOTAL	533.19	396.22	95.17	747.11	0.0	0.0	0.0	0.0	1771.69	257.84					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 101

ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST, \$	ADMIN. DEPT. # BUDGET	ADMIN. TASK # COST, \$	TOTAL TASK COST, \$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	73.30	8.78	14.12	96.21	23.8%	49.2%	9.9%	0.0%	17.1%	0.0%	0.0%	0.0%	0.0%
2	340.53	52.61	84.91	478.25	28.8%	13.4%	4.5%	12.5%	40.8%	0.0%	0.0%	0.0%	0.0%
3	42.29	6.70	10.78	59.77	29.2%	20.3%	0.0%	0.0%	50.4%	0.0%	0.0%	0.0%	0.0%
4	32.57	5.29	8.51	46.37	29.8%	16.5%	2.4%	0.0%	51.3%	0.0%	0.0%	0.0%	0.0%
5	63.08	8.71	14.01	85.80	26.5%	27.6%	17.5%	0.0%	28.5%	0.0%	0.0%	0.0%	0.0%
6	24.68	3.50	5.63	33.82	27.0%	32.1%	5.4%	0.0%	35.5%	0.0%	0.0%	0.0%	0.0%
7	2.56	0.24	0.38	3.17	19.3%	80.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	-NE-												
9	10.41	1.06	1.70	13.17	21.0%	68.0%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
10	1.05	0.18	0.28	1.51	30.5%	0.0%	0.0%	0.0%	69.5%	0.0%	0.0%	0.0%	0.0%
11	5.11	0.65	1.04	6.79	24.8%	37.6%	37.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12	2.01	0.24	0.38	2.62	27.4%	48.8%	27.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
13	3.49	0.59	0.95	5.02	30.5%	0.0%	0.0%	0.0%	69.5%	0.0%	0.0%	0.0%	0.0%
14	4.16	0.51	0.81	5.48	24.1%	46.7%	0.0%	0.0%	29.3%	0.0%	0.0%	0.0%	0.0%
15	17.80	3.00	4.82	25.62	30.5%	0.0%	1.4%	0.0%	68.1%	0.0%	0.0%	0.0%	0.0%
16	-NE-												
17	-NF-												
18	-NE-												
19	218.22	36.52	58.70	313.44	30.4%	0.0%	12.2%	0.0%	57.4%	0.0%	0.0%	0.0%	0.0%
20	11.23	1.47	2.36	15.06	25.4%	34.0%	29.0%	0.0%	11.6%	0.0%	0.0%	0.0%	0.0%
21	-NE-												
22	-NE-												
23	72.58	13.43	21.59	107.60	32.5%	0.0%	0.7%	0.0%	66.8%	0.0%	0.0%	0.0%	0.0%
24	-NF-												

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

1172

1173

LIBRARY NO 101
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	27.31	4.35	7.00	38.66	29.4%	8.3%	2.8%	0.0%	59.6%	0.0%	0.0%	0.0%	0.0%
26	7.67	1.29	2.08	11.05	30.5%	0.0%	0.0%	0.0%	69.5%	0.0%	0.0%	0.0%	0.0%
27	-NE-												
28	-NE-												
29	-NE-												
30	-NE-												
31	5.75	0.53	0.85	7.13	19.3%	80.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
32	-NE-												
33	-NE-												
34##	312.31	39.20	## ADMINISTRATIVE TASKS, DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	96.78	13.88	22.31	132.97	27.2%	22.6%	29.9%	0.0%	20.3%	0.0%	0.0%	0.0%	0.0%
36	61.87	9.29	14.94	86.10	28.1%	0.0%	0.0%	40.9%	31.0%	0.0%	0.0%	0.0%	0.0%
37	0.95	0.18	0.28	1.41	32.6%	0.0%	0.0%	0.0%	67.4%	0.0%	0.0%	0.0%	0.0%
38	234.69	30.58	49.16	314.42	25.4%	36.0%	31.3%	0.0%	7.4%	0.0%	0.0%	0.0%	0.0%
39	5.71	1.06	1.70	8.47	32.6%	0.0%	0.0%	0.0%	67.4%	0.0%	0.0%	0.0%	0.0%
40	65.13	10.29	16.54	91.96	29.2%	3.5%	67.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
41	15.34	1.41	2.27	19.02	19.3%	80.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
42	13.12	2.12	3.40	18.64	29.6%	0.0%	70.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	1459.39	218.64	351.50	2029.54	28.1%	17.7%	15.3%	4.7%	34.2%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- . NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
1	320	0	312	0	0	0	0	0	632	7.5%	0.0%	4.4%	0.0%	0.0%	0.0%	0.0%	0.0%
2	390	0	165	0	0	0	0	0	555	9.1%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%
3	10	0	0	0	0	0	0	0	10	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4	190	0	481	0	0	0	0	0	671	4.4%	0.0%	6.9%	0.0%	0.0%	0.0%	0.0%	0.0%
5	100	0	26	0	0	0	0	0	126	2.3%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
6	300	0	425	0	0	0	0	0	725	7.0%	0.0%	6.1%	0.0%	0.0%	0.0%	0.0%	0.0%
7	170	0	0	0	0	0	0	0	170	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	-NE-																
9	360	0	0	50	0	0	0	0	410	8.4%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%
10	10	0	0	15	0	0	0	0	25	0.2%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%
11	140	0	67	0	0	0	0	0	247	4.2%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%
12	0	0	2057	0	0	0	0	0	2057	0.0%	0.0%	29.3%	0.0%	0.0%	0.0%	0.0%	0.0%
13	80	0	1144	0	0	0	0	0	1224	1.9%	0.0%	16.3%	0.0%	0.0%	0.0%	0.0%	0.0%
14	45	0	23	113	0	0	0	0	181	1.1%	0.0%	0.3%	2.0%	0.0%	0.0%	0.0%	0.0%
15	0	0	0	480	0	0	0	0	480	0.0%	0.0%	0.0%	8.5%	0.0%	0.0%	0.0%	0.0%
16	20	0	0	1060	0	0	0	0	1100	0.5%	0.0%	0.0%	19.2%	0.0%	0.0%	0.0%	0.0%
17	0	0	0	384	0	0	0	0	384	0.0%	0.0%	0.0%	6.8%	0.0%	0.0%	0.0%	0.0%
18	-NE-																
19	0	0	13	0	0	0	0	0	13	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
20	80	0	0	30	0	0	0	0	110	1.9%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
21	460	0	320	0	0	0	0	0	780	10.7%	0.0%	4.6%	0.0%	0.0%	0.0%	0.0%	0.0%
22	30	0	0	80	0	0	0	0	110	0.7%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%
23	0	0	740	750	0	0	0	0	1490	0.0%	0.0%	10.5%	13.3%	0.0%	0.0%	0.0%	0.0%
24	0	0	550	210	0	0	0	0	760	0.0%	0.0%	7.8%	3.7%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1176

1177

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY I: TIME PROFILE

ACT NO	TIME, MIN EMPLOYEE CATEGORY,*									PERCENT OF TOTAL GROUP TIME EMPLOYEE CATEGORY*							
	A	B	C	D	E	F	G	H	TOTAL	A	B	C	D	E	F	G	H
25	-NE-																
26	-NE-																
27	-NE-																
28	-NE-																
29	50	0	0	60	0	0	0	0	110	1.2%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
30	-NE-																
31	-NE-																
32	-NE-																
33	-NE-																
34	1460	0	0	225	0	0	0	0	1685	34.1%	0.0%	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%
35	25	0	0	120	0	0	0	0	145	0.6%	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%
36	0	0	0	1510	0	0	0	0	1510	0.0%	0.0%	0.0%	26.9%	0.0%	0.0%	0.0%	0.0%
37	0	0	0	60	0	0	0	0	60	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
38	0	0	0	330	0	0	0	0	330	0.0%	0.0%	0.0%	5.9%	0.0%	0.0%	0.0%	0.0%
39	0	0	0	35	0	0	0	0	35	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%
40	0	0	0	60	0	0	0	0	60	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%
41	0	0	694	0	0	0	0	0	694	0.0%	0.0%	9.9%	0.0%	0.0%	0.0%	0.0%	0.0%
42	0	0	0	30	0	0	0	0	30	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%
TOTAL	4280	0	7017	5622	0	0	0	0	16919	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK
* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

1178

1179

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
1	632	50.6%	0.0%	49.4%	0.0%	0.0%	0.0%	0.0%	0.0%	1671	0.38	0
2	555	70.3%	0.0%	29.7%	0.0%	0.0%	0.0%	0.0%	0.0%	280	1.98	0
3	10	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5	2.00	0
4	671	28.3%	0.0%	71.7%	0.0%	0.0%	0.0%	0.0%	0.0%	589	1.14	0
5	126	79.4%	0.0%	20.6%	0.0%	0.0%	0.0%	0.0%	0.0%	73	1.66	1
6	725	41.4%	0.0%	58.6%	0.0%	0.0%	0.0%	0.0%	0.0%	696	1.04	0
7	170	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	110	1.55	0
8	-NE-											
9	410	87.8%	0.0%	0.0%	12.2%	0.0%	0.0%	0.0%	0.0%	830	0.49	0
10	25	40.0%	0.0%	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	132	0.19	0
11	247	72.9%	0.0%	27.1%	0.0%	0.0%	0.0%	0.0%	0.0%	347	0.71	0
12	2057	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3393	0.61	0
13	1224	6.5%	0.0%	93.5%	0.0%	0.0%	0.0%	0.0%	0.0%	1173	1.04	0
14	181	24.9%	0.0%	12.7%	62.4%	0.0%	0.0%	0.0%	0.0%	169	1.07	0
15	480	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	3054	0.16	0
16	1100	1.8%	0.0%	0.0%	98.2%	0.0%	0.0%	0.0%	0.0%	3165	0.35	0
17	384	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1270	0.30	0
18	-NE-											
19	13	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	18	0.72	0
20	110	72.7%	0.0%	0.0%	27.3%	0.0%	0.0%	0.0%	0.0%	17	6.47	0
21	780	59.0%	0.0%	41.0%	0.0%	0.0%	0.0%	0.0%	0.0%	121	6.45	0
22	110	27.3%	0.0%	0.0%	72.7%	0.0%	0.0%	0.0%	0.0%	37	2.97	0
23	1490	0.0%	0.0%	49.7%	50.3%	0.0%	0.0%	0.0%	0.0%	213	7.00	0
24	760	0.0%	0.0%	72.4%	27.6%	0.0%	0.0%	0.0%	0.0%	187	4.06	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
E. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY II: TASK TIME PROFILE

ACT NO	TOTAL TASK TIME, MIN	PERCENT OF TOTAL TASK TIME EMPLOYEE CATEGORY*								VOLUME	UNIT TIME, MIN	INC
		A	B	C	D	E	F	G	H			
25	-NE-											
26	-NE-											
27	-NE-											
28	-NE-											
29	110	45.5%	0.0%	0.0%	54.5%	0.0%	0.0%	0.0%	0.0%	19	5.79	0
30	-NE-											
31	-NE-											
32	-NE-											
33	-NE-											
34	1685	86.6%	0.0%	0.0%	13.4%	0.0%	0.0%	0.0%	0.0%	-NE-		
35	145	17.2%	0.0%	0.0%	82.8%	0.0%	0.0%	0.0%	0.0%	-NE-		
36	1510	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
37	60	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
38	330	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-NE-		
39	35	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5	7.00	0
40	60	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	5	12.00	0
41	694	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3806	0.18	0
42	30	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	18	1.67	0
TOTAL	16919	25.3%	0.0%	41.5%	33.2%	0.0%	0.0%	0.0%	0.0%			

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$ BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
1	35.50	0.0	23.22	0.0	0.0	0.0	0.0	0.0	58.72	10.46	1671	0.04	0.01	0.04	0
2	43.27	0.0	12.28	0.0	0.0	0.0	0.0	0.0	55.55	9.18	280	0.20	0.03	0.23	0
3	1.11	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.11	0.17	5	0.22	0.03	0.25	0
4	21.08	0.0	41.00	0.0	0.0	0.0	0.0	0.0	62.08	11.10	589	0.11	0.02	0.12	0
5	11.09	0.0	1.93	0.0	0.0	0.0	0.0	0.0	13.02	2.08	73	0.17	0.03	0.20	1
6	33.28	0.0	32.68	0.0	0.0	0.0	0.0	0.0	65.97	11.99	696	0.09	0.02	0.11	0
7	18.86	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.86	2.81	110	0.17	0.03	0.20	0
8	-NE-														
9	39.94	0.0	0.0	3.23	0.0	0.0	0.0	0.0	43.17	6.78	830	0.05	0.01	0.06	0
10	1.11	0.0	0.0	0.97	0.0	0.0	0.0	0.0	2.08	0.41	132	0.02	0.00	0.02	0
11	19.97	0.0	6.13	0.0	0.0	0.0	0.0	0.0	26.10	4.09	347	0.08	0.01	0.09	0
12	0.0	0.0	188.24	0.0	0.0	0.0	0.0	0.0	188.24	34.03	3393	0.06	0.01	0.07	0
13	8.88	0.0	104.69	0.0	0.0	0.0	0.0	0.0	113.56	20.25	1173	0.10	0.02	0.11	0
14	4.99	0.0	2.10	7.30	0.0	0.0	0.0	0.0	14.40	2.99	169	0.09	0.02	0.10	0
15	0.0	0.0	0.0	31.03	0.0	0.0	0.0	0.0	31.03	7.94	3054	0.01	0.00	0.01	0
16	2.22	0.0	0.0	69.81	0.0	0.0	0.0	0.0	72.03	18.20	3165	0.02	0.01	0.03	0
17	0.0	0.0	0.0	24.82	0.0	0.0	0.0	0.0	24.82	6.35	1270	0.02	0.01	0.02	0
18	-NE-														
19	0.0	0.0	0.97	0.0	0.0	0.0	0.0	0.0	0.97	0.22	18	0.05	0.01	0.07	0
20	8.88	0.0	0.0	1.78	0.0	0.0	0.0	0.0	10.66	1.82	17	0.63	0.11	0.73	0
21	51.03	0.0	23.28	0.0	0.0	0.0	0.0	0.0	74.31	12.90	121	0.61	0.11	0.72	0
22	3.33	0.0	0.0	4.76	0.0	0.0	0.0	0.0	8.09	1.82	37	0.22	0.05	0.27	0
23	0.0	0.0	53.84	44.62	0.0	0.0	0.0	0.0	98.46	24.65	213	0.46	0.12	0.58	0
24	0.0	0.0	40.02	12.49	0.0	0.0	0.0	0.0	52.51	12.57	187	0.28	0.07	0.35	0

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY III: COST PROFILE

ACT NO	TASK COST(\$) BY EMPLOYEE CATEGORY*								DIRECT TASK COST,\$	ADMIN.# TASK COST,\$	VOL- UME	DIRECT UNIT COST,\$	ADMIN.# UNIT COST,\$	TOTAL UNIT COST,\$	INC
	A	B	C	D	E	F	G	H							
25	-NE-														
26	-NE-														
27	-NE-														
28	-NE-														
29	5.55	0.0	0.0	3.57	0.0	0.0	0.0	0.0	9.12	1.82	19	0.48	0.10	0.58	0
30	-NE-														
31	-NE-														
32	-NE-														
33	-NE-														
34	161.97	0.0	0.0	13.39	0.0	0.0	0.0	0.0	175.36	27.88	-NE-				
35	2.77	0.0	0.0	7.14	0.0	0.0	0.0	0.0	9.91	2.40	-NE-				
36	0.0	0.0	0.0	89.84	0.0	0.0	0.0	0.0	89.84	24.98	-NE-				
37	0.0	0.0	0.0	3.57	0.0	0.0	0.0	0.0	3.57	0.99	-NE-				
38	0.0	0.0	0.0	19.63	0.0	0.0	0.0	0.0	19.63	5.46	-NE-				
39	0.0	0.0	0.0	2.08	0.0	0.0	0.0	0.0	2.08	0.58	5	0.42	0.12	0.53	0
40	0.0	0.0	0.0	3.57	0.0	0.0	0.0	0.0	3.57	0.99	5	0.71	0.20	0.91	0
41	0.0	0.0	63.51	0.0	0.0	0.0	0.0	0.0	63.51	11.48	3806	0.02	0.00	0.02	0
42	0.0	0.0	0.0	1.94	0.0	0.0	0.0	0.0	1.94	0.50	18	0.11	0.03	0.14	0
TOTAL	474.82	0.0	593.89	345.57	0.0	0.0	0.0	0.0	1414.27	279.92					

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
F. STUDENT/PAGE; F. OTHER; G. PAID BY OUTSIDE SOURCE; H. VOLUNTEER.

* ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
1	58.72	10.46	8.43	77.61	24.3%	45.7%	0.0%	29.9%	0.0%	0.0%	0.0%	0.0%	0.0%
2	55.55	9.18	7.40	72.13	23.0%	60.0%	0.0%	17.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3	1.11	0.17	0.13	1.41	21.2%	78.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4	62.08	11.10	8.95	82.13	24.4%	25.7%	0.0%	49.9%	0.0%	0.0%	0.0%	0.0%	0.0%
5	13.02	2.08	1.68	16.79	22.4%	66.1%	0.0%	11.5%	0.0%	0.0%	0.0%	0.0%	0.0%
6	65.97	11.99	9.67	87.63	24.7%	38.0%	0.0%	37.3%	0.0%	0.0%	0.0%	0.0%	0.0%
7	18.86	2.81	2.27	23.94	21.2%	78.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	-NE-												
9	43.17	6.78	5.47	55.42	22.1%	72.1%	0.0%	0.0%	5.8%	0.0%	0.0%	0.0%	0.0%
10	2.08	0.41	0.33	2.83	26.4%	39.3%	0.0%	0.0%	34.3%	0.0%	0.0%	0.0%	0.0%
11	26.10	4.09	3.30	33.48	22.0%	59.6%	0.0%	18.3%	0.0%	0.0%	0.0%	0.0%	0.0%
12	188.24	34.03	27.44	249.71	24.6%	0.0%	0.0%	75.4%	0.0%	0.0%	0.0%	0.0%	0.0%
13	113.56	20.25	16.33	150.14	24.4%	5.9%	0.0%	69.7%	0.0%	0.0%	0.0%	0.0%	0.0%
14	14.40	2.99	2.41	19.81	27.3%	25.2%	0.0%	10.6%	36.9%	0.0%	0.0%	0.0%	0.0%
15	31.03	7.94	6.40	45.37	31.6%	0.0%	0.0%	0.0%	68.4%	0.0%	0.0%	0.0%	0.0%
16	72.03	18.20	14.67	104.91	31.3%	2.1%	0.0%	0.0%	66.5%	0.0%	0.0%	0.0%	0.0%
17	24.82	6.35	5.12	36.30	31.6%	0.0%	0.0%	0.0%	68.4%	0.0%	0.0%	0.0%	0.0%
18	-NE-												
19	0.97	0.22	0.17	1.36	28.6%	0.0%	0.0%	71.4%	0.0%	0.0%	0.0%	0.0%	0.0%
20	10.66	1.82	1.47	13.95	23.6%	63.6%	0.0%	0.0%	12.8%	0.0%	0.0%	0.0%	0.0%
21	74.31	12.90	10.41	97.63	23.9%	52.3%	0.0%	23.8%	0.0%	0.0%	0.0%	0.0%	0.0%
22	8.09	1.82	1.47	11.38	28.9%	29.3%	0.0%	0.0%	41.8%	0.0%	0.0%	0.0%	0.0%
23	98.46	24.65	19.88	142.99	31.1%	0.0%	0.0%	37.7%	31.2%	0.0%	0.0%	0.0%	0.0%
24	52.51	12.57	10.14	75.23	30.2%	0.0%	0.0%	53.2%	16.6%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A, PROFESSIONAL LIBRARIAN; B, OTHER PROFESSIONAL; C, LIBRARY ASSISTANT; D, CLERK;
E, STUDENT/PAGE; F, OTHER; G, PAID BY OUTSIDE SOURCE; H, VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

LIBRARY NO 102
ILL ACTIVITY SHEET SUMMARY IV: PROFILE OF TOTAL TASK COST

ACT NO	DIRECT TASK COST,\$	ADMIN. DEPT.# BUDGET	ADMIN. TASK## COST,\$	TOTAL TASK COST,\$	PERCENT OF TOTAL TASK COST EMPLOYEE CATEGORY*								
					ADMIN. (2)	A	B	C	D	E	F	G	H
25	-NE-												
26	-NE-												
27	-NE-												
28	-NE-												
29	9.12	1.82	1.47	12.40	26.5%	44.7%	0.0%	0.0%	28.8%	0.0%	0.0%	0.0%	0.0%
30	-NE-												
31	-NE-												
32	-NE-												
33	-NE-												
34##	175.36	27.88	## ADMINISTRATIVE TASKS. DISTRIBUTED IN 'ADMIN TASK COST' OVER ALL OTHER TASKS										
35	9.91	2.40	1.93	14.25	30.4%	19.5%	0.0%	0.0%	50.1%	0.0%	0.0%	0.0%	0.0%
36	89.84	24.98	20.14	134.97	33.4%	0.0%	0.0%	0.0%	66.6%	0.0%	0.0%	0.0%	0.0%
37	3.57	0.99	0.80	5.36	33.4%	0.0%	0.0%	0.0%	66.6%	0.0%	0.0%	0.0%	0.0%
38	19.63	5.46	4.40	29.50	33.4%	0.0%	0.0%	0.0%	66.6%	0.0%	0.0%	0.0%	0.0%
39	2.08	0.58	0.47	3.13	33.4%	0.0%	0.0%	0.0%	66.6%	0.0%	0.0%	0.0%	0.0%
40	3.57	0.99	0.80	5.36	33.4%	0.0%	0.0%	0.0%	66.6%	0.0%	0.0%	0.0%	0.0%
41	63.51	11.48	9.26	84.25	24.6%	0.0%	0.0%	75.4%	0.0%	0.0%	0.0%	0.0%	0.0%
42	1.94	0.50	0.40	2.84	31.6%	0.0%	0.0%	0.0%	68.4%	0.0%	0.0%	0.0%	0.0%
TOTAL	1238.91	252.04	203.24	1694.19	26.9%	18.5%	0.0%	35.1%	19.6%	0.0%	0.0%	0.0%	0.0%

NOTE: -NE- , NO ENTRY FOR THIS TASK

* EMPLOYEE CATEGORY DESIGNATIONS: A. PROFESSIONAL LIBRARIAN; B. OTHER PROFESSIONAL; C. LIBRARY ASSISTANT; D. CLERK;
F. STUDENT/PAGE; G. OTHER; H. PAID BY OUTSIDE SOURCE; I. VOLUNTEER.

ADMINISTRATIVE COST DISTRIBUTED FROM ADMINISTRATIVE DEPARTMENT BUDGET

APPENDIX
TABLE OF CONTENTS

Appendix A: Acquisitions

Appendix B: Cataloging

Appendix C: Serials

Appendix D: Interlibrary Loan

Appendix A
Acquisitions

ACQUISITIONS ACTIVITY SHEET

FORM #4

LIBRARY _____ (8-10)

EMPLOYEE ID NUMBER _____ (11-15)

DATE(S) _____

ENTER BELOW THE TIME SPENT AND VOLUME PROCESSED IN EACH ACTIVITY LISTED. ACTIVITY SHEETS SHOULD BE COMPLETED BY EACH EMPLOYEE FOR EACH WEEK OVER A PERIOD OF THREE WEEKS. AN EMPLOYEE WHOSE WORK FALLS INTO TWO SECTORS UNDER STUDY (e.g. acquisitions and serials) WILL HAVE TWO SHEETS TO COMPLETE FOR THOSE DAYS IN WHICH HIS/HER ACTIVITIES OVERLAP. ENTRIES SHOULD BE MADE AS A TASK IS COMPLETED, FILLING OUT TOTAL BOXES ONLY AT THE END OF THE TIME PERIOD FOR WHICH THIS SHEET IS USED. ROUND OFF TIMES TO THE NEAREST FIVE MINUTES (e.g. 48 minutes should be entered as 50 minutes; 47 minutes as 45 minutes, etc.). DO NOT INCLUDE LUNCH BREAKS.

ACTIVITY (16-20)	TIME (in minutes) (21-25)	UNITS PROCESSED (26-30)
1. REVIEW BOOK ORDER REQUESTS: REVIEW SELECTION MEDIA: SELECT TITLES TO BE ORDERED: PREVIEW: MAKE WANT LISTS.	TOTAL: _____	(in titles selected) TOTAL: _____
2. APPROVAL PLAN PROCESSING	TOTAL: _____	(in titles approved) TOTAL: _____
3. TYPE/WRITE ORDER REQUEST CARD	TOTAL: _____	(in order requests) TOTAL: _____
4. PREORDER SEARCHING OF AUTOMATED OR OTHER SYSTEM RECORDS (SPECIFY SYSTEM _____)	TOTAL: _____	(in searches) TOTAL: _____
5. OTHER PREORDER SEARCH, AND VERIFICATION OF BIBLIOGRAPHIC INFORMATION	TOTAL: _____	(in searches) TOTAL: _____
6. ASSIGN VENDOR AND FUND	TOTAL: _____	(in orders) TOTAL: _____
7. PREPARE MULTIPLE ORDER RECORD	TOTAL: _____	(in orders) TOTAL: _____
8. TYPE PURCHASE REQUISITION (IF NOT A PART OF ACTIVITY (7), ABOVE)	TOTAL: _____	(in orders) TOTAL: _____
9. REVISE, SIGN AND MAIL REQUISITION	TOTAL: _____	(in orders) TOTAL: _____
10. WORK WITH AUTOMATED SYSTEM FOR ACQUISITION PURPOSES (OTHER THAN ACTIVITY (4), ABOVE)	TOTAL: _____	(in orders) TOTAL: _____
11. BURST (SEPARATE) ORDER FORMS AND SORT	TOTAL: _____	(in order forms) TOTAL: _____
12. FILE FORMS	TOTAL: _____	(estimated number of forms) TOTAL: _____
13. ENCUMBRANCE OR PREPAYMENT ACCOUNTING ROUTINES	TOTAL: _____	(in orders) TOTAL: _____
14. UNPACK BOOKS; CHECK AGAINST PACKING LIST	TOTAL: _____	(in volumes) TOTAL: _____
15. RECEIPT AND BOOK ACCESSIONING ROUTINES	TOTAL: _____	(in volumes) TOTAL: _____
16. PREPARATION OF ACCESSION LISTS	TOTAL: _____	(in volumes accessioned) TOTAL: _____
17. NOTIFICATION OF REQUESTER	TOTAL: _____	(in notifications) TOTAL: _____

FOOTNOTES _____

18. GIFT ROUTINES (PREPARE GIFT RECORD FORM, ETC.)	TOTAL:	(in gifts received) TOTAL:
19. EXCHANGE ROUTINES	TOTAL:	(in exchanges) TOTAL:
20. CHECK-IN, PREPARE INVOICES FOR PAYMENT	TOTAL:	(in invoices) TOTAL:
21. CLEAR IN-PROCESS FILE	TOTAL:	(in orders received) TOTAL:
22. PREPARATION OF RECEIVING REPORTS	TOTAL:	NO ENTRY
23. CLAIMS ROUTINES	TOTAL:	(in claims handled) TOTAL:
24. CANCELLATIONS ROUTINE	TOTAL:	(in cancellations) TOTAL:
25. RETURN ROUTINES	TOTAL:	(in returns) TOTAL:
26. OUT-OF-PRINT ROUTINES	TOTAL:	(in orders) TOTAL:
27. RENEWALS OR CONTINUATIONS PROCESSING	TOTAL:	(in continuations) TOTAL:
28. MAINTENANCE OF VENDOR FILES, VENDOR STATUS ROUTINES, ADDRESS FILES	TOTAL:	NO ENTRY
29. MAINTENANCE OF ORDER FILES, POSTING INFORMATION	TOTAL:	NO ENTRY
30. FUND MANAGEMENT, STATISTICAL REPORTING	TOTAL:	NO ENTRY
31. OTHER ADMINISTRATIVE, SUPERVISORY ROUTINES, TRAINING, PROFESSIONAL DEVELOPMENT, UNASSIGNED TIME (e.g. breaks) PEER CONSULTATION, TELEPHONE	TOTAL:	NO ENTRY
32. DATA COLLECTION FOR THIS STUDY	TOTAL:	NO ENTRY
33. OTHER (SPECIFY)	TOTAL:	TOTAL:
	TOTAL:	TOTAL:
	TOTAL:	TOTAL:
	TOTAL:	TOTAL:

TOTAL TIME REPORTED

(e.g. a normal 8 hour working day contains 480 minutes,
a 40 hour work week contains 3400 minutes)

FOOTNOTES

ACQUISITIONS ACTIVITY SHEET (FORM #4) - DEFINITIONS OF ACTIVITIES

1. REVIEW BOOK ORDER REQUESTS; REVIEW SELECTION MEDIA; SELECT TITLES TO BE ORDERED; PREVIEW; MAKE WANT LISTS: Materials requested for purchase are reviewed for duplication of backordered materials or of materials in the collection; professional literature, bibliographies, etc. are reviewed for possible materials to be ordered by the library; titles are selected for ordering; publisher or vendor preview materials are reviewed for possible purchase; items for possible ordering are listed for future review and possible purchase.
2. APPROVAL PLAN PROCESSING: Materials received on approval plan are reviewed for possible purchase; if the item is to be purchased, the item is forwarded for payment processing and record entry; if the item is not desired by the library the item is prepared for return.
3. TYPE/WRITE ORDER REQUEST CARD: After a title has been reviewed and selected for purchase, an order request card is created for processing through the acquisitions department.
4. PREORDER SEARCHING OF AN AUTOMATED OR OTHER SYSTEM (e.g. MCRS, BATAB) RECORDS: Prior to ordering the item requested, bibliographic data is checked, publisher and price information is gathered from an automated system or other system records. This data may be incorporated into a form for future use in cataloging.
5. OTHER PREORDER SEARCH, AND VERIFICATION OF BIBLIOGRAPHIC INFORMATION: Prior to ordering an item which has been requested, bibliographic data is checked, publisher and pricing information gathered from sources such as BIP, Forthcoming books, NUC, LC proof slips, etc. This data may be incorporated into a form for future use in cataloging.
6. ASSIGN VENDOR AND FUND: A supplier of the material requested is identified and the appropriate fund or account to which the item will be charged is assigned.
7. PREPARE MULTIPLE ORDER RECORD: A record of the material to be purchased is created, usually in multiple copies to be used for control of the order within acquisitions and sometimes as a temporary record in the public catalog.
8. TYPE PURCHASE REQUISITION: If not included in the preparation of a multiple order record, a request to be sent to the vendor is prepared indicating materials to be purchased, sometimes list price and bibliographic data, along with publication numbers or vendor assigned control numbers of materials requested.
9. REVISE, SIGN AND MAIL REQUESTS: The order records and purchase requisitions are examined for accuracy, and corrected as necessary. Requisitions are then signed and mailed to the vendor.
10. WORK WITH AUTOMATED SYSTEM FOR ACQUISITION PURPOSES (OTHER THAN PREORDER SEARCHING): A computer system may be used to produce order records, purchase requisitions, vendor and fund assignment, book fund accounting, preparation of accession lists, producing notification of request, preparation of record invoice for payment, etc. If such a system is used please specify system in the space provided.
11. BURST (SEPARATE) ORDER FORMS AND SORT: The multiple order record is separated into appropriate groups for filing or processing. These forms may be alphabetized according to the entry to be used in the file for which it is intended.
12. FILE FORMS: The separated order records are interfiled into appropriate catalogs or files. Filing may be checked by another employee for accuracy of filing, and revised or corrected as necessary.
13. ENCUMBRANCE OR PREPAYMENT ACCOUNTING ROUTINES: The fund assigned to the order is charged for the item to be purchased if prepayment is necessary, or the appropriate amount is encumbered from the fund. Payment is then processed and approved for payment to the vendor either prior or after receipt of the material requested depending upon the policies of the vendor and the library.
14. UNPACK BOOKS; CHECK AGAINST PACKING LIST: The materials requested are received and removed from shipping cover. The enclosed packing list is then checked against the receipts. Materials not received are forwarded to the appropriate personnel for claiming, and materials not ordered are forwarded to the appropriate personnel for returns.
15. RECEIPT AND BOOK ACCESSIONING ROUTINES: Materials that have been received are checked against order records for accuracy. Records are then pulled or annotated to note arrival of the requested item. Depending upon the policy of the library, the item may be assigned an accession number as a control of the item.
16. PREPARATION OF ACCESSION LISTS: Materials received are combined into a list of recent acquisitions, accession list or other document for either internal library use, or as a public document for the information of the patrons.
17. NOTIFICATION OF REQUESTER: The patron or staff member requesting the item is notified of the arrival of the item. A standard notification form may be prepared for mailing to the requester, or the requester may be notified by telephone.

18. GIFT ROUTINES: Gifts received from individuals, other libraries, or foundations, are reviewed for possible inclusion in the library collection. Items are checked to insure against unnecessary duplication. Gift record forms are prepared, giving source of gift, date of gift, necessary bibliographic information, etc. Letters of gratitude may be issued to the donor.
19. EXCHANGE ROUTINES: Collections of other libraries, agencies or individuals are reviewed for possible trade of items within your library collection. This may be a part of a sharing agreement, in which individual libraries agree to develop collection in specified areas, and the exchange furthers this development for each library, or a one-time exchange to complete certain series within each library, etc.
20. CHECK-IN, PREPARE INVOICES FOR PAYMENT: The received item is checked against order records, and the record is annotated to note the receipt. Forms are prepared to process payment to the vendor for the item and forwarded to the appropriate accounting division.
21. CLEAR IN-PROCESS FILE: Records for items which have been ordered and received are removed from the in-process file and may be attached to the item or forwarded to another receiving file with notations of date received and action taken.
22. PREPARATION OF RECEIVING REPORTS: Items received and payments processed are entered into an acquisitions report for accounting or internal purposes.
23. CLAIMS ROUTINES: After a specified period from the time an item is ordered, the vendor is re-queried to supply the item. A claim is then filed in a claims file to control the progress of the item. Replies to the claim are reviewed, and appropriate action on the reply is taken.
24. CANCELLATIONS ROUTINES: An order which has already been issued is canceled either due to a duplicate receipt, unsatisfactory service from the vendor, or a decision not to purchase the item. A notice is prepared for the vendor, and records concerning the order are removed or annotated to reflect the cancellation of the order.
25. RETURN ROUTINES: Items received on a preview basis, approval plan, or in error are prepared for shipment back to the vendor. Records of this disposition may be prepared and filed or forwarded to the appropriate section.
26. OUT-OF-PRINT ROUTINES: The library may be notified that an item which has been ordered is out-of-print by the vendor. The title is then reviewed for possible alternative action. If the item will not be sought elsewhere the appropriate records are annotated as out-of-print ("o.p.") and removed to the designated files for out-of-print materials. The item may be sought elsewhere from such vendors who supply out-of-print materials if the title is desired.
27. RENEWAL OR PROCESSING: Serials, standing orders, or other long-term order are reviewed periodically for suitability to the library. If the order is still desired, the vendor is notified of continuation of the order, payments for the order may be made and records reinstated. This would include renewals also.
28. MAINTENANCE OF VENDOR FILES, VENDOR STATUS ROUTINES, ADDRESS FILES: Files are maintained on the vendors with which the library deals. These files are updated (new records are typed, revised and filed), and weeded (discontinued vendors are removed from the files). Changes of address are noted on the appropriate vendor record. Correspondence files containing interaction between the library and vendor may also be maintained.
29. MAINTENANCE OF ORDER FILES, POSTING INFORMATION: Order files are reviewed for backordered materials. Information concerning the status of the order may be entered on the order record. Order records are checked to verify non-receipt.
30. FUND MANAGEMENT, STATISTICAL REPORTING: The status of funds are maintained. Book fund accounting is performed. Reports may be developed to indicate status of funds, summarize a record of orders, develop statistical data on acquisitions.
31. OTHER ADMINISTRATIVE, SUPERVISORY ROUTINES, TRAINING, PROFESSIONAL DEVELOPMENT, UNASSIGNED TIME, PEER CONSULTATION, TELEPHONE: Any time spent in supervising personnel within the department, on administrative duties (such as correspondence, staff review, reports, budgeting), training new personnel, conferring with associates, professional reading, staff or professional meetings, telephone answering, coffee breaks, or other non-assigned time for which you are paid. DO NOT include lunch breaks, sick leave or vacation. Do not include time for which you are not paid.
32. DATA COLLECTION FOR THIS STUDY: Enter time spent in filling out this form or reviewing procedures or definitions for this study in this category.
33. OTHER: Enter here only those tasks which do not fall into any of the above categories. Please specify the activity, time spent in this task, and volume processed (if applicable).

APPENDIX A

Acquisitions Activity Sheet (Form #4) - Modified Definitions and Additional Tasks

The following is a synopsis of the changes or additions made to the activity sheet or definitions.

LARGE ACADEMIC

Case Study #1

2. Includes training searchers and compiling statistics, removing packets and numbering
3. Includes some gift processing with the production of gift cards, labels and numbering
9. Includes MARC statistics and spot-checking orders
11. Includes assigning order number and collating; no bursting of order forms required
20. Units used are volumes, rather than invoices
33. Checking researches
34. Follow-up checks for engineering
35. Sort and mail selection lists
36. Correspondence (may be a part of activity #31)
37. Book sale assistance
38. Moving books
39. Researches (related to activity #33)
40. Filing catalogs
41. Special project
42. Unspecified activity

Case Study #2

3. Includes retyping orders previously submitted to show changes in information or corrections
6. Includes preorder coding to prepare orders for input into the automated acquisitions system
7. Includes only keypunching and verifying activities for production of multiple order records

8. Includes only purchase requisitions for items purchased on deposit accounts or from other university departments
10. Includes all activities other than keypunching and verifying orders which are performed to keep the information in the automated system up to date and functional
13. Includes only prepayments made during the time of this study (other encumbrance functions are automated)
14. Includes all activities related to mail handling; units counted are books received and "inches" of first class mail opened and sorted.
18. Gifts received and acknowledged by other departments; includes only acquisitions gift order records prepared when necessary and preparation of gifts for review by subject librarians
20. Includes sorting incoming invoices, matching payment cards with invoices, and preparing invoice vouchers for the University Accounting Department
22. Includes only keypunching and verifying receipt and payment cards to add the appropriate information to the automated system
23. Includes only claims made by letter (other are produced automatically)
33. Time and attendance records
34. Filing correspondence
35. Shelving books
36. Clear exam shelf
37. Sort cards
38. Unspecified activity
39. Inquiries
40. Preparation of materials for computer
41. Boxing cards for recycling
42. Distributing listings
43. Sorting and keypunching serials changes
44. Typing
45. Clearing exam and decision shelves
46. Shelving decision shelves
47. Editing order cards

LARGE PUBLIC

Case Study #201

- 7. Includes encumbering new orders
- 11. Includes mailing orders
- 13. Prepayments only
- 15. Includes checking small shipments for order card, discrepancies, etc.
- 33. Orders typed on Dura (also included in Activity #3)
- 34. Mail routines
- 35. Xerox orders for branch libraries
- 36. Establishing file for small bills
- 37. Purge trouble files
- 38. Xerox bills

OTHER REGIONAL

Case Study #301

- 14. Includes matching cards with books for some observations; excludes checking against packing list
- 20. Counted in volumes
- 33. Discarding unwanted gift books (may be considered a part of activity #18)
- 34. Shelving
- 35. Posting Dates
- 36. Posting Dates and Stamping Juvenile acquisitions
- 37. Contract library work: report of serials and other acquisitions
- 38. Xeroxing serials lists
- 39. Work with leased acquisitions
- 40. Work with book club acquisitions
- 41. Routing LJ cards

OTHER PUBLIC

Case Study #501

- 3. Includes filing forms

Case Study #502

- 9. Includes totaling order slips
- 33. Mail routines
- 34. Totaling purchase orders
- 35. Revising order sources

STATE LIBRARIES

Case Study #101

- 6. Assign fund only
- 14. Check against packing list only
- 28. Excludes vendor status routines
- 29. Excludes posting information
- 33. Statistics
- 34. Mail and typing

Case Study #102

- 33. Sorting mail, and directing tour groups

Appendix B

Cataloging

CATALOGING ACTIVITY SHEET

C & F STUDY FORM #5

LIBRARY _____ (8-10)
EMPLOYEE ID NO. _____ (11-15)
DATE(S) _____

ENTER BELOW THE TIME SPENT AND VOLUME PROCESSED IN EACH ACTIVITY LISTED. EXCLUDE TIME SPENT IN SERIALS CATALOGING. THIS TIME SHOULD BE ENTERED IN FORM #6. ACTIVITY SHEETS SHOULD BE COMPLETED BY EACH EMPLOYEE FOR EACH WEEK OVER A PERIOD OF THREE WEEKS. AN EMPLOYEE WHOSE WORK FALLS INTO TWO SECTORS (e.g. serials and cataloging) UNDER STUDY WILL HAVE TWO SHEETS FOR THOSE DAYS WHERE HIS/HER ACTIVITIES OVERLAP. ENTRIES SHOULD BE MADE AS A TASK IS COMPLETED, FILLING OUT TOTAL BOXES AT THE END OF THE WEEK FOR WHICH THIS SHEET IS USED. ROUND OFF TO THE NEAREST 5 MINUTES (e.g. 48 minutes should be entered as 50 minutes, 47 minutes as 45 minutes, etc.) DO NOT INCLUDE LUNCH BREAKS.

ACTIVITY	TIME (in minutes)	UNITS PROCESSED
1. RECEIVE SORT, DISTRIBUTE INCOMING ITEMS	TOTAL:	(no entry)
2. SEARCHING FOR LC CARD OR COPY, OTHER CATALOGING COPY (e.g. MCRS, NUC)	TOTAL:	(in volumes)
3. OTHER BIBLIOGRAPHIC VERIFICATION	TOTAL:	(in volumes)
4. PHOTOGRAPHING CARD COPY FROM SOURCE SUCH AS NUC	TOTAL:	(in frames)
5. ORDERING, RECEIVING, ARRANGING CATALOG CARDS OR PROOF SLIPS	TOTAL:	(no entry)
6. MATCHING CARD OR CARD COPY WITH ITEM	TOTAL:	(in volumes)
7. ADDED COPY/ADDED VOLUME ROUTINES	TOTAL:	(in volumes)
8. ORIGINAL CATALOGING	TOTAL:	(in volumes)
9. CATALOGING WITH CARDS OR CARD COPY (INCLUDING POLOROID COPY)	TOTAL:	(in volumes)
10. "FAST-CAT", RUSH CATALOGING, ABBREVIATED CATALOGING	TOTAL:	(in volumes)
11. CATALOGING FROM AUTOMATED (e.g. OCLC) OR OTHER (e.g. MCRS) SYSTEM RECORDS (specify system):	TOTAL:	(in volumes)
12. CATALOGING REVISION (e.g. reclassification, checking headings, etc.)	TOTAL:	(in volumes)
13. MANUAL PRODUCTION/REPRODUCTION/PRINTING OF CATALOG CARDS (including preparation, typing of card and headings)	TOTAL:	(in cards produced)
14. REVISION OF CATALOG CARDS (e.g. proofing for accuracy, correcting)	TOTAL:	(in cards)
15. ALPHABETIZING, PREFILING OF CATALOG CARDS	TOTAL:	(estimate of cards)
16. FILING CATALOG CARDS INTO CATALOGS (including shelf list) AND FILING REVISION	TOTAL:	(estimate of cards)
17. AUTHORITY WORK, UPDATING AUTHORITY FILES	TOTAL:	(no entry)
18. PREPARE AND REVISE CIRCULATION CARD, BOOK POCKET	TOTAL:	(in volumes)
19. PREPARE BOOK FOR SHELF (e.g. paste spine label, book pocket, stamp, etc.)	TOTAL:	(in volumes)
20. CATALOG MAINTENANCE (replacing cards, transferring files, etc.)	TOTAL:	TOTAL:
21. "SPECIAL PROJECTS"	TOTAL:	TOTAL:
22. SUPERVISION, ADMINISTRATION, TRAINING, UNASSIGNED TIME, (e.g. breaks), MEETINGS, PROFESSIONAL DEVELOPMENT, PEER CONSULTATION, TELEPHONE	TOTAL:	TOTAL:
23. DATA COLLECTION FOR THIS STUDY	TOTAL:	TOTAL:
24. OTHER (SPECIFY)	TOTAL:	TOTAL:
	TOTAL:	TOTAL:
	TOTAL:	TOTAL:
	TOTAL:	TOTAL:

TOTAL TIME REPORTED

(e.g. a normal 8 hour working day contains 480 minutes,
a 40 hour work week contains 3400 minutes)

FOOTNOTES

1206

CATALOGING ACTIVITIES

1. RECEIVE, SORT, DISTRIBUTE INCOMING ITEMS: Items/mail are received from acquisitions or mail room. These items are then sorted and distributed to the appropriate person or sections.
2. SEARCHING FOR LC CARD OR COPY, OR OTHER CATALOGING COPY (e.g. MCRS, NUC): Locating cataloging copy or copy closely approximating titles to be cataloged. This includes searching proof slip files, NUC, or the LC catalog of printed cards for cataloging input and card reproduction. May also include searching cataloging data from microform card catalog sources.
3. OTHER BIBLIOGRAPHIC VERIFICATION: Searching and verifying of bibliographic information other than that included in (2) above.
4. PHOTOGRAPHING CARD COPY FROM NUC OR OTHER CARD SOURCE: Copying, by means of a camera, cataloging source copy for use in cataloging and/or reproduction of catalog cards.
5. ORDERING, RECEIVING, ARRANGING CATALOG CARDS OR PROOF SLIPS: The ordering, alphabetizing, and receiving of catalog cards or copy from the Library of Congress or from a vendor, card supplier, or other agent.
6. MATCHING CARD OR CARD COPY WITH ITEM: Prior to cataloging an item, cataloging copy or cards are matched to the item which it represents. Author and title are checked against the cards. Cards or card copy are then attached to item.
7. ADDED COPY/ADDED VOLUME ROUTINES: Additional copies or further volumes of a title which has previously been cataloged by your library. Depending upon library policy, the main entry and shelf list card (occasionally the Kardex record) may be annotated to indicate the item has arrived. Some additional processing may also be necessary.
8. ORIGINAL CATALOGING: Descriptive cataloging, subject analysis, classification, analytics and authority work (i.e. name and subject, etc.) are performed where no LC copy or adequate cataloging data are available. A cataloger prepares a work form, or work sheet to be used in typing copy for catalog card reproduction or for input into an automated system, book or microform catalog.
9. CATALOGING WITH CARDS OR CARD COPY (INCLUDING POLOROID COPY): The classification and description of an item using LC cards, LC-NUC copy, commercial cards, CIP data from the title page verso, commercial cards, or card copy.
10. "FAST-CAT", RUSH CATALOGING, ABBREVIATED CATALOGING: The classification and description of an item in an abbreviated form so that the item can be used or circulated immediately.
11. CATALOGING FROM AUTOMATED (e.g. OCLC) OR OTHER CATALOGING SYSTEM RECORDS: The use of an automated cataloging system (e.g. OCLC, BALLOTS) or other system (such as MCRS) to locate cataloging records. The classification and description of the item may then be taken from these records. Please specify the system employed.
12. CATALOGING REVISION: The review of cataloging and classification by someone other than the cataloger him/herself to insure correctness and appropriateness. Corrections and changes are made as necessary.
13. MANUAL PRODUCTION/REPRODUCTION/PRINTING OF CATALOG CARDS: Catalog, shelf list and authority cards are produced or reproduced for use in the various card catalogs. A master card is sometimes typed, to be used in reproducing sets of unit cards or a complete set of cards is typed. A close copy may then be modified for the same purposes. The modified card then serves as a master card. Also included in this category are the typing of card headings, printing of cards, copying of card sets.
14. REVISION OF CATALOG CARDS: Produced card sets are proofed for accuracy of headings, typographical errors, or a master card is proofread for accuracy. Corrections are made as necessary.
15. ALPHABETIZING, PREFILING OF CATALOG CARDS: Card sets are sorted and alphabetized for new titles, main entry and analytic cards for added volumes, cards for titles recataloged or reclassified, cards withdrawn to update entry, etc. These cards are arranged into 26 groups according to the first letter of the first word of catalog entry with additional sortings of each subgroup by 2nd and 3rd letter, and the final arrangement of each subgroup in alphabetic order, word by word, to the end of the entry of each card.
16. FILING CATALOG CARDS INTO CATALOGS AND FILING REVISION: Cards which have been prefiled into alphabetical groups and according to receiving catalogs are then placed in the appropriate filing order for the catalog. Interfiled cards may be placed above the drawer bar to be checked by another employee for accuracy. Filing is then corrected or revised and placed under the bar.
17. AUTHORITY WORK, UPDATING AUTHORITY FILES: Maintenance and updating of uniform main entries, subject headings, cross-references in order to control and keep current standard headings employed in the catalog.
18. PREPARE AND REVISE CIRCULATION CARD, BOOK POCKET: A book pocket and card to be placed in the item may be prepared giving main entry, title, call number, accession number, etc. This pocket and card is then reviewed for accuracy and attached to the item for eventual permanent placement in the item.
19. PREPARE BOOK FOR SHELF: The item is stamped with the library ownership stamp and accession number. A gift form may be attached to the item. The item may be rebound for the shelf, and spine label and plastic cover may be attached.
20. CATALOG MAINTENANCE: The card catalogs or other catalogs are reviewed periodically for damaged cards, withdrawn or missing items, etc. Cards are then removed for replacement or annotation, or plastic covers placed over the card.
21. "SPECIAL PROJECTS": Duties associated with a special project within the cataloging department, such as reclassification or conversion projects, are included in this category. Usually a special project is conducted for a specified period of time and may require additional staff on a temporary basis.
22. SUPERVISION, ADMINISTRATION, TRAINING, UNASSIGNED TIME, MEETINGS, PROFESSIONAL DEVELOPMENT, PEER CONSULTATION, TELEPHONE: Any time spent in supervising personnel within the department, on administrative duties (such as correspondence, staff review, reports, budgeting, statistics), training new personnel for duties, conferring with associates, professional reading, staff or professional meetings, telephone answering, coffee breaks, or other non-assigned time should be entered here. DO NOT INCLUDE LUNCH BREAKS, OR SICK OR VACATION LEAVE. Do not include time for which you are not paid.
23. DATA COLLECTION FOR THIS STUDY: Enter time spent in filling out this form or reviewing procedures or definition for this study in this category.
24. OTHER: Enter here only those tasks which do not fall into any of the above categories. Please specify the activity, time spent in this task, and volume processed (if applicable).

APPENDIX B

Cataloging Activity Sheet (Form #5) - Modified Definitions and Additional Tasks

The following is a synopsis of the changes or additions made to the activity sheet or definitions.

LARGE ACADEMIC

Case Study #1

24. Bibliographic searching for religious studies, complete searching for for Slavic materials, plus consultation with the department
25. Mailing catalog cards to branch libraries
26. Key punch maintenance
27. Unspecified task
28. Entry and subject changes
29. Public Service
30. Book ordering and consulting
31. Manual
32. Book Sale
33. Problem Solving
34. Pulling cards and cancellations
35. Rushes
36. Retrieve books
37. File forms
38. File books and cards
39. Statistical reporting
40. Ordering supplies

Case Study #2

3. Includes checking data base for materials which have been cataloged but for which cards may not have been filed in the public catalogs
4. Includes time used for copying LC cataloging manually onto a workform-- each workform is counted as a unit

8. Includes theses, assigning call numbers and/or subject headings for items which have a record in the data base but no LC like call number and/or subjects; new commands also counted here since this is original cataloging even though a data base record is adapted to fit the edition in hand.
9. Includes the preparation of workforms from old LC photocopy and the final preparation of workforms of manually copied LC cataloging from NUC.
11. Includes the 2nd and 3rd searches on the terminals and all terminal work done by catalogers with the primary purpose of cataloging irregardless whether or not a record has been produced; includes error and duplicate reports and finishing some types of cataloging.
12. Only includes training.
13. Includes inputting of workforms which are counted as one unit.
14. Includes revising prepared shelf catalog cards.
19. A possible multiple counting includes handling of volumes processed, not per volume processed.
24. OCLC auxiliary typing and typing revision
25. Processing OCLC card shipments
26. Typing multiple order forms
27. Terminal downtime
28. Statistics
29. OCLC meeting
30. Time statistics
31. Statistics (same as activity #28)
32. Distributing booklets
33. Collating
34. Checking books
35. Distributing catalog cards to branches

OTHER ACADEMIC

Case Study #403

24. Preparation of cassettes for re-labeling in new format
25. Proofing and applying labels to cassettes
26. Filing re-labeled cassettes
27. Sorting audio-visual materials
28. Revising audio-visual cataloging manual
29. Retrieving audio-visual materials from processing for rush handling
30. Ordering supplies

LARGE PUBLIC

Case Study #201

6. Includes slipping cards and pockets into books
8. Includes typing master card
9. Includes typing master card
10. Includes typing master card
20. Includes repairing drawers and preparing branch correction slips
24. Mending books
25. Preparing magazines for binding
26. Typing classification number on labels
27. Trouble-shooting
28. Compiling records
29. Charging documents
30. Cuttering
31. Machine maintenance
32. Distribution of catalog cards
33. Transfers
34. Book list typing, other preparation, and finishing
35. Withdrawals

OTHER REGIONAL

Case Study #301

13. Includes card production for other libraries
14. Includes some overlapping work with added copy/added volume routines
15. Includes sorting cards for regional center
24. Mending books
25. Printing signs
26. Revising locator cards
27. Revising "Pool" cards

28. Trouble shooting (Josten Problems)
29. Distributing cards to other libraries
30. Machine maintenance
31. Xeroxing book marks
32. Office maintenance

Case Study #302

24. Preparation of TWX messages for BALLOTS
25. Inventory

OTHER PUBLIC

Case Study #501

14. Includes some prefiling of catalog cards

Case Study #502

1. Recorded in acquisitions
8. Includes preparing processing instructions
9. Includes preparing processing instructions
24. Discards
25. Update computer memory
26. Updating cataloging procedures
27. Consulting for school libraries
28. Inventory

STATE LIBRARIES

Case Study #101

20. Includes withdrawals
24. Report writing and statistics

25. Counting cards
26. Assistance to order department
27. Unspecified activity
28. Sort and review regional books
29. Mending books
30. Machine maintenance

Case Study # 102

24. Reference subject request
25. Reference assistance and sort mail
26. Reference special project
27. Current awareness
28. Statistics
29. Evaluation
30. Shelving new books awaiting catalog cards
31. Stamping, labeling and alphabetizing pictures

Appendix C

Serials

SERIALS/PERIODICALS CHECK-IN AND CATALOGING ACTIVITY SHEET

C & F STUDY FORM #6

LIBRARY _____ (8-10)
 EMPLOYEE ID NUMBER _____ (11-15)
 DATE(S) _____

ENTER BELOW THE TIME SPENT AND VOLUME PROCESSED IN EACH ACTIVITY LISTED. ACTIVITY SHEETS SHOULD BE COMPLETED BY EACH EMPLOYEE FOR A PERIOD OF THREE WEEKS. AN EMPLOYEE WHOSE WORK FALLS INTO TWO SECTORS UNDER STUDY (e.g. serials and acquisitions) WILL HAVE TWO SHEETS TO COMPLETE FOR THOSE DAYS ON WHICH HIS/HER ACTIVITIES OVERLAP. ENTRIES SHOULD BE MADE AS EACH TASK IS COMPLETED, FILLING TOTAL BOXES AT THE END OF THE PERIOD FOR WHICH THIS SHEET IS USED. DO NOT INCLUDE LUNCH BREAKS. ROUND OFF TO THE NEAREST 5 MINUTES (e.g. 48 minutes should be entered as 50 minutes, 47 minutes as 45 minutes, etc.)

ACTIVITY (16-20)	TIME (in minutes) (21-25)	UNITS PROCESSED (26-30)
1. RECEIVE, SORT, DISTRIBUTE INCOMING ITEMS	TOTAL: _____	(no entry)
2. BIBLIOGRAPHIC SEARCHING	TOTAL: _____	(in titles)
3. OTHER BIBLIOGRAPHIC VERIFICATION	TOTAL: _____	(in titles)
4. SERIALS/PERIODICALS CONTROL (CHECK-IN) ON AUTOMATED SYSTEM (SPECIFY SYSTEM _____)	TOTAL: _____	(in items)
5. ORIGINAL CATALOGING OF SERIAL TITLES	TOTAL: _____	(in titles)
6. SERIALS CATALOGING WITH CARDS OR CARD COPY	TOTAL: _____	(in titles)
7. CATALOGING SERIALS FROM AUTOMATED OR OTHER SYSTEM RECORDS (SPECIFY SYSTEM _____)	TOTAL: _____	(in titles)
8. CHANGE IN AUTHOR/TITLE ROUTINES	TOTAL: _____	(in titles)
9. CLAIMS ROUTINES	TOTAL: _____	(in items claimed)
10. BINDERY ROUTINES	TOTAL: _____	(in volumes)
11. CANCELLATION ROUTINES	TOTAL: _____	(in subscriptions cancelled)
12. RENEWAL AND ORDERING ROUTINES	TOTAL: _____	(in subscriptions)
13. TYPING/REVISING KARDEX RECORDS	TOTAL: _____	(in cards)
14. MANUAL PRODUCTION/REPRODUCTION/PRINTING OF CATALOG CARDS (including preparation, typing of card and headings)	TOTAL: _____	(estimated number of cards)
15. AUTHORITY WORK	TOTAL: _____	(no entry)
16. INVOICE PROCESSING	TOTAL: _____	(in invoices)
17. ADMINISTRATION, SUPERVISION, UNASSIGNED (e.g. breaks) TRAINING, PROFESSIONAL DEVELOPMENT, PEER CONSULTATION, TELEPHONE	TOTAL: _____	(no entry)
18. DATA COLLECTION FOR THIS STUDY	TOTAL: _____	(no entry)
19. OTHER (SPECIFY)	TOTAL: _____	
	TOTAL: _____	TOTAL: _____
	TOTAL: _____	TOTAL: _____
	TOTAL: _____	TOTAL: _____

TOTAL TIME REPORTED _____

(e.g. a normal 8 hour working day contains 480 minutes, a 40 hour work week contains 3400 minutes)

FOOTNOTES _____

SERIALS/PERIODICALS CHECK-IN AND CATALOGING ACTIVITIES

1. RECEIVE, SORT, DISTRIBUTE INCOMING ITEMS: Items, mails are received from acquisitions or mail room. These items are then sorted and distributed to the appropriate persons or sections.
2. BIBLIOGRAPHIC SEARCHING: New serial titles are searched in publisher lists, bibliographic sources, etc. for cataloging information to be used in cataloging the title. Bibliographic data may be photographed or reproduced as copy for cataloging the title.
3. OTHER BIBLIOGRAPHIC VERIFICATION: Other bibliographic checking is often necessary for a title which has changed title, publisher or issuance policy several times. Additional verification may also be required for analytics, and authority work.
4. SERIALS/PERIODICALS CONTROL (CHECK-IN) ON AUTOMATED SYSTEM: Successive issues of a serial title which is already cataloged in your library are checked in kardex file, system records, or other control of serials. The item is checked against the record to insure that the title is the same that appears on the record, that back issues have all been received, etc. A notation, such as a check mark, or date of issue, is made on the record to verify its receipt. Additional posting may also be performed.
5. ORIGINAL CATALOGING OF SERIAL TITLES: A new serial title which has been received by the library. Descriptive cataloging, subject analysis, classification and analytics are performed where no LC copy or adequate cataloging data are available. A cataloger prepares a work form, or sheet, to be used in typing copy for catalog reproduction, input into a automated system, or creation of a kardex record. Preparation of work sheets for entries into lists of serials may also be done.
6. SERIALS CATALOGING WITH CARDS OR CARD COPY: A new serial title or additional copy of a serial title already held by the library, is received. The cataloger classifies and describe the title using LC cards, Union List cataloging data, commercial cards, or card copy.
7. CATALOGING SERIALS FROM AUTOMATED OR OTHER SYSTEM RECORDS: A new serial title is searched against the automated system. If the title is located, data is manipulated according to the policies of the library to create a record or cards for the title. Please specify system.
8. CHANGE IN AUTHOR/TITLE ROUTINES: A serial which is already held by the library changes publisher, title, or sponsoring agency. Cards for the serial (catalog and kardex) are pulled for annotation (if a minor change) or for new cards. Appropriate cross-references, card and kardex revision, cataloging revision (if required) are made.
9. CLAIMS ROUTINES: An issue of a serial title has not been received in a specified time since publication. The vendor is notified to supply the item, records are annotated to indicate the issuance of a claim, and a claim record may be filed in a claims file. When the item or other notification of the disposition of the request is received, the claim is pulled and attached to the item or records are annotated to indicate other disposition such as out-of-print, not issued, etc.
10. BINDERY ROUTINES: When a volume is complete, a bindery slip is filled out and attached to the item. Other issues of the volume may be collected from the stacks, and the entire volume, if complete, forwarded to bindery. Records are annotated to indicate the volume as in bindery.
11. CANCELLATION ROUTINES: Continuation of a serial title subscription is no longer desired by the library. The vendor is notified to cancel the subscription. Records are annotated to note discontinuance ("closed-out"), and kardex record may be removed to a "dead file".
12. RENEWAL AND ORDERING ROUTINES: A serial title is reviewed for inclusion in the library collection. If desired, the title is ordered from the appropriate vendor and payment processed. A serial title, already owned by the library, is renewed after the prior subscription terminates.
13. TYPING/REVISING KARDEX RECORDS: New serial titles, additional titles, changes in title often require new Kardex records. The kardex card is typed, reviewed, and corrected if necessary.
14. MANUAL PRODUCTION/REPRODUCTION/PRINTING OF CATALOG CARDS: Catalog cards, shelf list, and authority cards are produced or reproduced for use in the various card catalogs. A master card is sometimes typed, reviewed, and corrected as necessary. The master copy may then be used for reproduction purposes. Headings may be typed on card sets. Printing and copying of cards is also included in this category.
15. AUTHORITY WORK: Maintenance and updating of uniform main entries, subject headings, cross-reference in order to control and keep current standard headings employed in the catalog.
16. INVOICE PROCESSING: A serial which has been ordered or renewed must have payment processed. An invoice may be received from the vendor for payment. This invoice is then recorded in an appropriate record and forwarded to accounting for payment.
17. ADMINISTRATION, SUPERVISION, UNASSIGNED TIME, TRAINING, PROFESSIONAL DEVELOPMENT, PEER CONSULTATION, TELEPHONE: Any time spent in supervising personnel within the department, on administrative duties (e.g. correspondence, staff review, reports, budgeting, statistics), training new personnel, conferring with associates, professional reading, staff or professional meetings, telephone answering, coffee breaks, or other unassigned time for which you are paid. Do not include lunch breaks, or sick leave, or vacation. Do not include time for which you are not paid.
18. DATA COLLECTION FOR THIS STUDY: Enter time spent in filling out this form, or reviewing procedures or definitions for this study under this category.
19. OTHER: Enter here only those tasks which do not fall into any of the above categories. Please specify the activity, time spent in this task, and volume processed (if applicable).

APPENDIX C

Serials/Periodicals Check-In and Cataloging Activity Sheet (Form #6) Modified Definitions and Additional Tasks

The following is a synopsis of the changes or additions made to the activity sheet or definitions.

LARGE ACADEMIC

Case Study #1

5. Includes pre-cataloging
8. Includes updating and changing records of holdings
11. Includes closing-out records
13. Includes out-of-print records, shelf list and cross references
19. Checking and revising serials acquisition file
20. Special serial project
21. Type/write order request card (may be a part of activity #12)
22. Key punching for serials catalog
23. Updates to serials catalog
24. Transfers of locations
25. Distribution of serials list supplement
26. Correspondence and/or mail (may be a part of activity #12)
27. Unspecified activity
28. Budgeting (may be a part of activity #17)
29. Typing serials orders (may be the same as #21)
30. Send out sample
31. Statistics
32. Problem solving
33. Special projects (may be the same as #20)

Case Study #2

1. Includes also fetching and unpacking serials reclass titles
3. Includes checking backfile
5. Includes also cataloging new titles in the successive entry routine for which there is no usable LC copy available
6. Includes LC copy as well as LC adapted copy; includes also new titles in the successive entry routine.

7. Includes only the use as a serial record a record of a monographic series catalog as a set
8. Consists of closing the old title in the successive entry or ceased title routines
14. Includes both the inputting and revision of workforms terminal. Each workform counted as one unit.
15. Includes also establishing entries in the series information file
19. Shelving, pulling staples, alphabetizing binding slips, etc.
20. Telephone and other reference service and problem solving
21. Sorting binding cards, typing order cards and University Microfilm index cards for theses and others not listed above
22. Reclassification project in serials cataloging
23. Serials cataloging maintenance work, auxiliary typing, etc.
24. Serials records transfer
25. Supercessions
26. Unspecified activity
27. Office maintenance (cleaning)
28. Ordering supplies
29. Discards
30. Delivery of special serials items
31. Working on "problem" pieces
32. Serials list upkeep
33. Key punching
34. Interoffice mail delivery and other duties
35. FLEXOLINE

OTHER ACADEMIC

Case Study #401

12. Includes reviewing and writing for information concerning serials titles

Case Study #403

19. Outgoing correspondence, letters to faculty
20. Fund management, statistics reporting
21. Revision of magazine boxes and distribution to faculty

LARGE PUBLIC

Case Study #201

19. Physical processing of magazines (preparation of cards, pockets, etc.)
20. Setting up new titles, and closing out old ones
21. Searching for titles not in Kardex

OTHER REGIONAL

Case Study #302

19. Union List changes

STATE LIBRARIES

Case Study #101

19. Checking-in gift collections

Case Study #102

19. Desk and filing duties
20. Current awareness
21. Personal time

Appendix D
Interlibrary Loan

INTERLIBRARY LOAN ACTIVITY SHEET (FORM #7) - DEFINITIONS OF ACTIVITIES

LENDING ACTIVITIES

1. RECEIVING REQUEST: A request is received from another library for materials held by your library. The request may be received by telephone, mail, teletype or other means of communication.
2. VERIFYING REQUEST: Bibliographic data may be verified to insure correctness of entry given in request.
3. CHECKING SERIALS/PERIODICALS CATALOG: Requests for articles in periodicals or serials must be checked against library holdings. Records of periodical/serial titles (e.g. kardex record, serials lists) are checked to ascertain the availability of the item requested.
4. CHECKING CATALOG, LOCATING ITEM REQUESTED: The library catalog is searched to locate the call number or location of the title requested. Serials or kardex records may be checked to insure that the library has the issue requested.
5. REPLY (if your library does not own, or cannot circulate requested item): After the appropriate records have been checked, the item is determined to be unavailable through your library. Forms are then annotated and a response is prepared for the requesting library. Reply may be teletyped, telephoned, mailed to the requesting library.
6. SEARCHING SHELVES, PICK-UP ITEM REQUESTED: The library shelves are searched to locate the item requested. The item, if on the shelves, is retrieved for lending purposes.
7. CHECKING PAGES REQUESTED FOR COPYING: Pages are checked to insure correctness of request, and corrected where necessary. Pages are then marked for photocopy.
8. SENDING TO PHOTOCOPY: The item is then delivered to photocopy so that the pages requested can be copied.
9. COPYING PAGES REQUESTED: The pages that are needed are copied, or microcopied.
10. INVOICING AND PROCESSING PAYMENT FOR PHOTOCOPY: The borrowing institution is billed for photocopy according to the rates established by your library. An invoice is prepared, reviewed, and corrected as necessary. The invoice is then issued to the borrowing institution, and necessary records maintained. Payment is then processed upon receipt according to the policies of your library.
11. CHECK-OUT/CIRCULATE ITEM: A card or record is created to indicate borrower, title, due date, etc., and filed with other circulation records. A card is included with item to reflect due date.
12. WRAPPING, DISTRIBUTING, PREPARING FOR MAIL: The item or photocopy is properly wrapped for shipment, addressed, etc. The item or photocopy may be hand delivered or prepared for messenger service as well.
13. OVERDUE ROUTINES: The item which has been lent to the requesting institution is overdue or requested by another patron. The item is then requested from the borrowing institution for return. Records are annotated to indicate that the item has been requested. If the item is not returned the requesting institution is billed for the amount of purchase of the item.
14. RENEWAL ROUTINES: The borrowing institution requests an extension of the loan period. If the extension is granted, circulation records are annotated to reflect the revised due date.
15. UNWRAPPING, INSPECTING RETURNED ITEMS: Returned items are received, unwrapped, inspected to insure against damage, and that the appropriate item is enclosed.
16. CHANGING CIRCULATION RECORDS/DISCHARGING ITEM: Circulation records are annotated to reflect the return of the item, and record is removed from active files.
17. RESHELVING RETURNED ITEMS: The returned item, after discharge, is returned to its appropriate place on the shelf according to classification or other shelving scheme.
18. INVOICING AND PROCESSING PAYMENT FOR ILL SERVICES: If your library charges for lending materials from its collection, the borrowing institution is invoiced, and upon receipt of payment, the payment is processed through the appropriate channels according to library policy.
19. OTHER LENDING ACTIVITIES: Enter here other activities associated with lending materials to other institutions and which do not belong in any of the above activities. Indicate time spent on this task and units processed (if applicable.)

BORROWING ACTIVITIES

20. ASSISTANCE TO PATRON: The patron requests materials not held in your library. The request must be specific and the immediacy of the requirement must be discerned. The patron is queried as to alternative materials for the same topic, etc.
21. VERIFYING BIBLIOGRAPHIC INFORMATION: The title or item requested is searched to verify bibliographic information.
22. DETERMINING LOCATION (IF NOT A PART OF ACTIVITY 21): The title or item requested is searched to locate a library which owns the material.
23. COMPLETING FORM, MAILING, TRANSMITTING REQUEST: A form is completed giving bibliographic information, location information, address if for mail, and requestor information. The form is then prepared for mailing, or transmitted via teletype, telephone or other means of communication.
24. RECEIVING AND UNWRAPPING ITEM REQUESTED: The item requested is received, and removed from its shipping package.
25. CHECKING REQUEST RECORDS: Request records are searched to locate original request record. Record may be annotated to indicate receipt or record may be attached to item requested.
26. NOTIFICATION OF PATRON WHO REQUESTED ITEM: A notice is typed, or a phone call made, or other means of communication is made to notify patron who requested material that the item has arrived in the library.
27. INVOICING PATRON FOR ILL SERVICES: If the lending library requests payment for photocopy or service charge, an invoice is prepared for the patron. Copies are filed in the appropriate files. The invoice is sent to the requester, or attached to the item.
28. PROCESSING PAYMENT FOR ILL SERVICES: If the lending library requests payment for copying or a service charge, payment is prepared and sent to the lending library. Appropriate records are maintained and filed.
29. PROCESSING OVERDUES: If the requester fails to return the borrowed item by the due date, s/he is notified. An overdue notice may be issued. Fines may be exacted. Fine payment processing would then follow. Correspondence may be initiated with the lending institution, etc.
30. PROCESSING RENEWALS: An extension of the lending time may be requested by the patron. Correspondence to the lending institution is then initiated. Typing, mailing, transmitting request for time extension falls into this category. Circulation records are updated to indicate revised due date.
31. CHANGING CIRCULATION RECORDS, DISCHARGING RETURNED ITEMS: An item is returned by the requestor, for return to the lending institution. The record is checked against the item, and return is noted. The circulation record may be removed to a "dead file" or discarded.
32. RETURNING ITEM (WRAPPING, PREPARING FOR MAIL): The item is wrapped, a label prepared and attached to the shipping package.
33. OTHER BORROWING ACTIVITIES: Enter here any other borrowing activities which do not fall into the above categories. Indicate the time spent in these activities and the total number of requests processed (if applicable).

OTHER ACTIVITIES

34. ADMINISTRATION, SUPERVISION, PROFESSIONAL DEVELOPMENT, MEETINGS, TRAINING, UNASSIGNED TIME (e.g. breaks), PEER CONSULTATION, TELEPHONE: Any time spent in supervising personnel within the department, on administrative duties, such as correspondence, staff review, reports, budgeting, statistics, in training new personnel, conferring with associates, professional reading, staff or professional meetings, telephone answering, coffee breaks or other non-assigned time for which you are paid. Do not include lunch breaks, sick leave or vacation. Do not include time for which you are not paid.
35. DATA COLLECTION FOR THIS STUDY: Enter time spent in filling out this form or reviewing procedures or definitions for this study under this category.
36. OTHER: Enter here only those tasks which do not relate directly to lending or borrowing activities, and which do not fall under any of the above activities.

INTERLIBRARY LOAN ACTIVITY SHEET

C & F STUDIES FORM # 7

LIBRARY _____ (8-10)

EMPLOYEE ID NUMBER _____ (11-15)

DATE(S) _____

ENTER BELOW THE TIME SPENT AND VOLUME PROCESSED IN EACH ACTIVITY LISTED. ACTIVITY SHEETS SHOULD BE COMPLETED BY EACH EMPLOYEE FOR EACH WEEK OVER A PERIOD OF THREE WEEKS. AN EMPLOYEE WHOSE WORK FALLS INTO TWO SECTORS UNDER STUDY (e.g. interlibrary loan and serials) WILL HAVE TWO SHEETS TO COMPLETE FOR THOSE DAYS IN WHICH HIS/HER ACTIVITIES OVERLAP. ENTRIES SHOULD BE MADE AS A TASK IS COMPLETED, FILLING OUT TOTAL BOXES ONLY AT THE END OF THE WEEK FOR WHICH THIS SHEET IS USED. ROUND OFF TO NEAREST FIVE MINUTES (e.g. 48 minutes should be entered as 50 minutes, 47 minutes as 45 minutes). DO NOT INCLUDE LUNCH BREAKS.

LENDING ACTIVITIES (16-20)		TIME (in minutes) (21-25)	UNITS PROCESSED (26-30)
REQUEST	1. RECEIVING REQUEST	TOTAL:	TOTAL:
	2. VERIFYING REQUEST	TOTAL:	TOTAL:
	3. CHECKING SERIALS/PERIODICALS CATALOG	TOTAL:	TOTAL:
	4. CHECKING CATALOG, LOCATING ITEM REQUESTED	TOTAL:	TOTAL:
	5. REPLY (if your library does not own or cannot circulate requested item)	TOTAL:	TOTAL:
	6. SEARCHING SHELVES, PICK-UP ITEM REQUESTED	TOTAL:	TOTAL:
PHOTOCOPYING	7. CHECKING PAGES REQUESTED FOR COPYING	TOTAL:	TOTAL:
	8. SENDING TO PHOTOCOPY	TOTAL:	TOTAL:
	9. COPYING PAGES REQUESTED	TOTAL:	TOTAL:
	10. INVOICING AND PROCESSING PAYMENT FOR PHOTOCOPY	TOTAL:	TOTAL:
CIRCULATION	11. CHECK-OUT/CIRCULATE ITEM	TOTAL:	TOTAL:
	12. WRAPPING, DISTRIBUTING, PREPARING FOR MAIL	TOTAL:	TOTAL:
	13. OVERDUE ROUTINES	TOTAL:	TOTAL:
	14. RENEWAL ROUTINES	TOTAL:	TOTAL:
	15. UNWRAPPING, INSPECTING RETURNED ITEMS	TOTAL:	TOTAL:
	16. CHANGING CIRCULATION RECORDS/DISCHARGING ITEM	TOTAL:	TOTAL:
	17. RESHELVING RETURNED ITEMS	TOTAL:	TOTAL:
	18. INVOICING AND PROCESSING PAYMENT FOR ILL SERVICES	TOTAL:	TOTAL:
OTHER	19. OTHER LENDING ACTIVITIES (SPECIFY)	TOTAL:	TOTAL:
		TOTAL:	TOTAL:
		TOTAL:	TOTAL:

FOOTNOTES

BORROWING ACTIVITIES		TIME (in minutes)	UNITS PROCESSED
REQUEST	20. ASSISTANCE TO PATRON	TOTAL:	TOTAL:
	21. VERIFYING BIBLIOGRAPHIC INFORMATION	TOTAL:	TOTAL:
	22. DETERMINING LOCATION (IF NOT A PART OF ACTIVITY 21)	TOTAL:	TOTAL:
	23. COMPLETING FORM, MAILING, TRANSMITTING REQUEST	TOTAL:	TOTAL:
RECEIPT	24. RECEIVING AND UNWRAPPING ITEM REQUESTED	TOTAL:	TOTAL:
	25. CHECKING REQUEST RECORDS	TOTAL:	TOTAL:
	26. NOTIFICATION OF PATRON WHO REQUESTED ITEM	TOTAL:	TOTAL:
CIRCULATION	27. INVOICING PATRON FOR ILL SERVICES	TOTAL:	TOTAL:
	28. PROCESSING PAYMENT FOR ILL SERVICES	TOTAL:	TOTAL:
	29. PROCESSING OVERDUES	TOTAL:	TOTAL:
	30. PROCESSING RENEWALS	TOTAL:	TOTAL:
	31. CHANGING CIRCULATION RECORDS. DISCHARGING RETURNED ITEMS	TOTAL:	TOTAL:
OTHER BORROWING	32. RETURNING ITEM (WRAPPING, PREPARING FOR MAIL)	TOTAL:	TOTAL:
	33. OTHER BORROWING ACTIVITIES (SPECIFY)	TOTAL:	TOTAL:
		TOTAL:	TOTAL:
		TOTAL:	TOTAL:
OTHER	OTHER ACTIVITIES		UNITS PROCESSED
	34. ADMINISTRATION, SUPERVISION, PROFESSIONAL DEVELOPMENT, MEETINGS, TRAINING, UNASSIGNED TIME (e.g. breaks), PEER CONSULTATION, TELEPHONE	TOTAL:	
	35. DATA COLLECTION FOR THIS STUDY	TOTAL:	
	36. OTHER (SPECIFY)	TOTAL:	TOTAL:
		TOTAL:	TOTAL:
	TOTAL:	TOTAL:	
	TOTAL:	TOTAL:	

TOTAL TIME REPORTED

FOOTNOTES

(e.g. a normal 8 hour working day contains 480 minutes,
a 40 hour work week contains 3400 minutes)

APPENDIX D

Interlibrary Loan Activity Sheet (Form #7) - Modified Definitions and Additional Tasks

The following is a synopsis of the changes or additions made to the activity sheet or definitions.

LARGE ACADEMIC

Case Study #1

- 10. Trouble shooting
- 33. Monthly statistics
- 34. Includes professional meetings
- 36. In transit to department
- 37. Journalism acquisitions
- 38. Courier service
- 39. Checking the catalog and retrieval
- 40. Redesignating locations
- 41. Tracing outstanding requests
- 42. Filing and sorting

Case Study #2

- 6. Includes checking circulation files
- 10. Includes preparing photocopies for mail
- 11. Includes filing cards into mail library's circulation files
- 16. Includes removing circulation cards from mail library's circulation files
- 19. Checking the holdings of branch libraries
- 33. Filing and sorting records
- 36. Pick-up packages
- 37. Special projects
- 38. Status reports
- 39. Non-ILL copy
- 40. Monthly statistics

LARGE PUBLIC

Case Study #201

- 19. Reserves
- 33. Photocopying borrowed materials from other libraries
- 36. Filing
- 37. Mail routines
- 38. Trouble shooting (lost book)

OTHER REGIONAL

Case Study #301

- 6. Includes whole process of subject request search
- 11. Includes typing "pool" card also
- 12. Includes weighing and postmarking
- 19. Preparing visible file strips
- 23. Includes TWX
- 25. Includes reports to regional center and state library
- 33. Maintaining ILL file
- 36. Courier service
- 37. Typing for reference
- 38. Maintaining reserve file and list
- 39. "Pooling" books
- 40. Typing ILL forms
- 41. City hall courier service
- 42. Tearing books
- 43. Problem solving
- 44. Checking new books and added copies/added volumes for reserves
- 45. Checking "pool" and locator cards
- 46. Notifying patrons of missing reserve books
- 47. TWX-ing letter
- 48. Unpacking and shelving gifts

Case Study #302

- 19. Filing
- 33. TWX films
- 36. Status reports

37. Statistics
38. Mailing labels
39. Search shelves for reserves
40. Film project
41. Travel
42. Subject searches

STATE LIBRARIES

Case Study #101

2. Includes searching for locations in some instances
5. Includes some other message transmissions via TWX and status reports
19. Routing requests
36. Checking regional catalogs
37. Ordering supplies
38. Logging requests
39. Mimeographing requests
40. Status reports
41. Unspecified lending activity
42. Counting statistics

Case Study #102

19. Reserves
36. Special project
37. Shelving
38. Fiction books
39. Messages
40. Locations
41. Filing cards
42. Duplicating fiche